

MATERIAL REVIEWED AT CIA HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME: VITALE, GUY
OP FILE

INCLUSIVE DATES: _____

CUSTODIAL UNIT/LOCATION: _____

ROOM: _____

DELETIONS, IF ANY: PERSIMMER MATTERS OUTSIDE TIME
FRAME

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

VITALE, GU

TEN YEARS

SECRET

(B) Non-Filled (a)

| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|--|--|-------------------------------|---|----------------------------------|--------------------------------|------------------------------|--------------------------------|--------------------|----------------|----------------------------------|----------------------------------|--------------------------------|------------------------------------|--|-----------------------------|--------------------------|--|----------------------|---------|--|--|--|------------------------------------|-------------------------------------|---|--|-------------------------------|--|--|---|--|---------------------|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|----------------------------|--|--|--|--|--|--|
| 1. SERIAL NUMBER | 2. NAME (Last-First-Middle) | | | | | 17 Feb 69 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 003620 - VITALE, GUY | | 3. NATURE OF PERSONNEL ACTION RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY SYSTEM | | | | 4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 28 69 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. FUNDS | X | V TO V | V TO CP | 6. FINANCIAL ANALYSIS NO CHARGEABLE | | 7. CATEGORY OF EMPLOYMENT REGULAR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | CP TO V | CP TO CP | 8. LEGAL AUTHORITY (Completed by Office of Personnel) P.L. 33-643 Sect. 233 | | 9. ORGANIZATIONAL DESIGNATIONS DDP/WH WH/COG OPERATIONS BRANCH WH SECTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. LOCATION OF OFFICIAL STATION WASH., D.C. | | | | | | 11. POSITION TITLE INTELLIGENCE ASST | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. POSITION NUMBER 1685 | | 13. CAREER SERVICE DESIGNATION D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. CLASSIFICATION SCHEDULE (155, I.B. m.s.) GS | | 15. OCCUPATIONAL SERIES 0301.26 | | 16. GRADE AND STEP 08 6 | | 17. SALARY OR RATE \$ 8984 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. REMARKS Last working day is 28 February 1969. 1152 telecoord. w/ [REDACTED] R.B. - dmw 3/3/69 *INTEL ASST security INTEL ANALYST SLOT - V | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="text-align: right;">P. Vitale (S) 3/1/69 SA/ESR 7-20-69</p> <p>1 - Finance 1 - Security</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19. SIGNATURE OF REQUESTING OFFICIAL C/WH/Personnel | | DATE SIGNED 17 Feb 69 | | 180. SIGNATURE OF CAREER SERVICE APPROVING OFFICER X/John S. [REDACTED] | | DATE SIGNED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="text-align: center;">SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>19. ACTION CODE 45</td> <td>20. EMPLOY CODE 10</td> <td>21. OFFICE CODING NUMERIC</td> <td>22. STATION CODE ALPHABETIC</td> <td>23. INTEGRITY CODE</td> <td>24. HOURS CODE</td> <td>25. DATE OF BIRTH MO. DA. YR.</td> <td>26. DATE OF GRADE MO. DA. YR.</td> <td>27. DATE OF LES MO. DA. YR.</td> </tr> <tr> <td>28. RETIREMENT DATA MO. DA. YR.</td> <td>29. SPECIAL REFERENCE 1-COG 2-COGH 3-FICA 4-RHIC</td> <td>30. RETIREMENT DATA CODE</td> <td>31. SEPARATION DATA CODE</td> <td>32. CORRECTION CANCELLATION DATA TYPE</td> <td>33. SECURITY REG NO.</td> <td>34. SEX</td> <td colspan="2"></td> </tr> <tr> <td>35. VET. PREFERENCE CODE 0-NO 1-5 PT 2-10 PT</td> <td>36. SERV COMP. DATE MO. DA. YR.</td> <td>37. LONG. COMP. DATE MO. DA. YR.</td> <td>38. CAREER CATEGORY CAR. RESV PROV/TEMP</td> <td>39. FEDERAL HEALTH INSURANCE CODE 3-DAWES 7-RES</td> <td>40. STATE SOCIAL SECURITY NO.</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 2 YEARS) 3-BREAK IN SERVICE (MORE THAN 2 YEARS)</td> <td>42. LEAVE CAT. CODE</td> <td>43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO</td> <td>44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO</td> <td colspan="3"></td> </tr> <tr> <td colspan="7"> <p>45. POSITION CONTROL CERTIFICATION 3-6-69 GE- [REDACTED]</p> </td> </tr> <tr> <td colspan="7"> <p>46. O.P. APPROVAL John [REDACTED]</p> </td> </tr> <tr> <td colspan="7"> <p>DATE APPROVED 3</p> </td> </tr> </table> | | | | | | | 19. ACTION CODE 45 | 20. EMPLOY CODE 10 | 21. OFFICE CODING NUMERIC | 22. STATION CODE ALPHABETIC | 23. INTEGRITY CODE | 24. HOURS CODE | 25. DATE OF BIRTH MO. DA. YR. | 26. DATE OF GRADE MO. DA. YR. | 27. DATE OF LES MO. DA. YR. | 28. RETIREMENT DATA MO. DA. YR. | 29. SPECIAL REFERENCE 1-COG 2-COGH 3-FICA 4-RHIC | 30. RETIREMENT DATA CODE | 31. SEPARATION DATA CODE | 32. CORRECTION CANCELLATION DATA TYPE | 33. SECURITY REG NO. | 34. SEX | | | 35. VET. PREFERENCE CODE 0-NO 1-5 PT 2-10 PT | 36. SERV COMP. DATE MO. DA. YR. | 37. LONG. COMP. DATE MO. DA. YR. | 38. CAREER CATEGORY CAR. RESV PROV/TEMP | 39. FEDERAL HEALTH INSURANCE CODE 3-DAWES 7-RES | 40. STATE SOCIAL SECURITY NO. | | | 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 2 YEARS) 3-BREAK IN SERVICE (MORE THAN 2 YEARS) | | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO | 44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO | | | | <p>45. POSITION CONTROL CERTIFICATION 3-6-69 GE- [REDACTED]</p> | | | | | | | <p>46. O.P. APPROVAL John [REDACTED]</p> | | | | | | | <p>DATE APPROVED 3</p> | | | | | | |
| 19. ACTION CODE 45 | 20. EMPLOY CODE 10 | 21. OFFICE CODING NUMERIC | 22. STATION CODE ALPHABETIC | 23. INTEGRITY CODE | 24. HOURS CODE | 25. DATE OF BIRTH MO. DA. YR. | 26. DATE OF GRADE MO. DA. YR. | 27. DATE OF LES MO. DA. YR. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28. RETIREMENT DATA MO. DA. YR. | 29. SPECIAL REFERENCE 1-COG 2-COGH 3-FICA 4-RHIC | 30. RETIREMENT DATA CODE | 31. SEPARATION DATA CODE | 32. CORRECTION CANCELLATION DATA TYPE | 33. SECURITY REG NO. | 34. SEX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35. VET. PREFERENCE CODE 0-NO 1-5 PT 2-10 PT | 36. SERV COMP. DATE MO. DA. YR. | 37. LONG. COMP. DATE MO. DA. YR. | 38. CAREER CATEGORY CAR. RESV PROV/TEMP | 39. FEDERAL HEALTH INSURANCE CODE 3-DAWES 7-RES | 40. STATE SOCIAL SECURITY NO. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 2 YEARS) 3-BREAK IN SERVICE (MORE THAN 2 YEARS) | | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO | 44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>45. POSITION CONTROL CERTIFICATION 3-6-69 GE- [REDACTED]</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>46. O.P. APPROVAL John [REDACTED]</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>DATE APPROVED 3</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>FORM 1152 USE PREVIOUS EDITION 3-67</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

SECRET

GROUP I
EXCLUDED FROM AUTOMATIC DOWNgrading
AND RECLASSIFICATION

(4)

SECRET

(44 Rev. 1/16/64)

| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED | | |
|---|--|--|--|--|--|---|--|--------------------------------|
| 1. SERIAL NUMBER | 2. NAME (Last-First-Middle) | | | | | 17 Feb 69 | | |
| 003620 | VITALE, GUY | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | 4. EFFECTIVE DATE REQUESTED | | | 5. CATEGORY OF EMPLOYMENT | | | |
| RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY GS-5 | | MONTH | DAY | YEAR | REGULAR | | | |
| 6. FUNDS | X | V TO V | | V TO CF | 7. FINANCIAL ANALYSIS NO CHARGEABLE | | | |
| | | CF TO V | | CF TO O | 8. LEGAL AUTHORITY (Completed by Office of Personnel) P.D. 33-643 Sect. 233 | | | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | | | | 10. LOCATION OF OFFICIAL STATION | | |
| DDP/WH WH/COG OPERATIONS BRANCH WH SECTION | | | | | | WASH., D.C. | | |
| 11. POSITION TITLE | | | 12. POSITION NUMBER | 13. CAREER SERVICE DESIGNATION | | | | |
| INTELLIGENCE ASST (S) | | | 1685 | D | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.) | | 15. OCCUPATIONAL SERIES | 16. GRADE AND STEP | 17. SALARY OR RATE | | | | |
| GS | | 0301.26 | 08 6 | \$ 8984 | | | | |
| 18. REMARKS Last working day is 28 February 1969. 1152 telecoord. R.B. - dnm 3/3/69 *INTEL ASST acc to my INTEL ANALYST SLOT - | | | | | | | | |
| 1 - Finance 1 - Security | | | P. Johnson (S) SA/ESR 7-1-69 | | | | | |
| 18A. SIGNATURE OF REQUESTING OFFICIAL | | | DATE SIGNED | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | | | DATE SIGNED | |
| C/WII/Personnel | | | 17 Feb 69 | S. Johnson 7-1-69 | | | 7-1-69 | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | |
| 19. ACTION CODE 45 10 | 20. EMPLOY CODE 10 | 21. OFFICE CODING NUMERIC | 22. STATION CODE ALPHABETIC | 23. INTEGEE CODE 1 | 24. MOONS CODE 1 | 25. DATE OF BIRTH MO. DA. YR. 1 16 17 | 26. DATE OF GRADE MO. DA. YR. | 27. DATE OF LES MO. DA. YR. |
| 28. RTE EXPIRES MO. DA. YR. | 29. SPECIAL REFERENCE 1-C 2-CSCB 3-FICA 4-PERS | 30. RETIREMENT DATA CGCA | 31. SEPARATION DATA CODE 0 | 32. CORRECTION/CANCELLATION DATA TYPE 0 | 33. SECURITY REQ. NO. | 34. SEX | | |
| 35. VET. PREFERENCE CODE | 36. SERV. COMP. DATE MO. DA. YR. | 37. LONG COMP. DATE MO. DA. YR. | 38. CAREER CATEGORY CAR. RESV PROV. TEMP CODE | 39. FEGL/HEALTH INSURANCE CODE 0-WAIVED 1-YES | 40. SOCIAL SECURITY NO. | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO | 44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO | 45. POSITION CONTROL CERTIFICATION 3-6-69 3-6-69 | 46. O.P. APPROVAL K. Johnson | DATE APPROVED | | |
| FORM 1152 USE PREVIOUS EDITION | | | | | | | 1 GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION | |

P SECRET

1 GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

JLB: 10 MAR 69

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | |
|--|-----------------------------|---------------------------|--|--------------------|--|-----------------------|--|---------------------------------|--|
| 1. SERIAL NUMBER | 2. NAME (LAST FIRST MIDDLE) | | | | | | | | |
| 003620 | VITALE GUY | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | | | | | | | |
| RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM | | | | | | | | | |
| 4. EFFECTIVE DATE | | 5. CATEGORY OF EMPLOYMENT | | | | | | | |
| NO DA YE | | REGULAR | | | | | | | |
| 02 28 69 | | | | | | | | | |
| 6. FUNDS | | | | | | | | | |
| <input checked="" type="checkbox"/> V TO V | | | | V TO CF | | 7. FINANCIAL ANALYSIS | | 8. CSC OR OTHER LEGAL AUTHORITY | |
| CF TO V | | | | CF TO CF | | No Chargeable | | P.L. 88-643 | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | | | | | | | |
| 9235 0620 MNNN SECT. 233 | | | | | | | | | |
| 10. LOCATION OF OFFICIAL STATION | | | | | | | | | |
| 11. POSITION TITLE | | | | | | | | | |
| INTELLIGENCE ASST | | | | | | | | | |
| 12. POSITION NUMBER | | 13. SERVICE DESIGNATION | | | | | | | |
| 1685 | | D | | | | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.) | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP | | 17. SALARY OR RATE | | | |
| GS | | 0301.28 | | 08 8 | | 8984 | | | |
| 18. REMARKS | | | | | | | | | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | | | |

SECRET

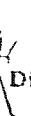
28 FEB 1969

MEMORANDUM FOR : Mr. Guy Vitale**THROUGH : Head of CS Career Service****SUBJECT : Notification of Approval of Request for
Voluntary Retirement**

1. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.

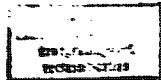
2. Your retirement will become effective 28 February 1969 and your annuity will commence as of 1 March 1969. The annuity is payable on the first day of the month following that for which it accrued. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.

3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.


Robert S. Wattles
Director of Personnel**Distribution:**

0 - Addressee
1 - D/Fers
1 - OP Files
1 - Soft File
1 - ROB Reader

OP BSD ROB/ [] :jef (27 February 1969)

SECRET

S E C R E T
(When Filled In)

| | |
|--------------------------------------|--------------------------|
| CERTIFICATION OF SEPARATING EMPLOYEE | Name (Last-First-Middle) |
| | VITALE, GUY |

MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

I hereby acknowledge the receipt of the following forms and/or information concerning my separation from CIA as indicated by check mark:

1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation).
2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).
3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employers' Group Life Insurance Act of 1954).
4. Standard Form 2802 (Application for Refund of Retirement Deductions).
5. Form 2595 (Authorization for Disposition of Paychecks).
6. Applicable to returnee (resignee from overseas assignment).
I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being.
 Appointment arranged with Office of Medical Services.
 Appointment for Office of Medical Services examination declined.
7. I have been informed of "conflict of interests" policy of the Agency and foresee no problem in this regard concerning my new employment.
8. Form 71 (Application for Leave).
9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
10. Instructions for returning to duty from Extended Leave or Active Military Service.

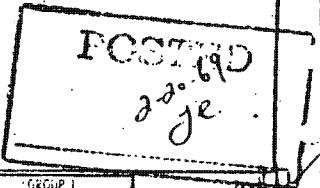
| | |
|---|---|
| Signature of Employee <i>Guy Vitale</i> | Date Signed 28 Feb. 69 |
| Address (Street, City, State, Zip Code) 1730 "H" Ave. N. W. D.C. | Correspondence <input type="checkbox"/> Overt <input checked="" type="checkbox"/> Covert |

S E C R E T

SECRET
(When Filled In)

SDF 20 FEB 69

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | |
|---|--|---------------------|--|-----------------------------|-----------------------------------|----------------------------------|-------------------------|-----------|--------------------------------------|-----------------|------------|---------------------------------|
| 1. SERIAL NUMBER | 2. NAME (LAST-FIRST-MIDDLE) | | 3. NATURE OF PERSONNEL ACTION | | | 4. EFFECTIVE DATE | | | 5. CATEGORY OF EMPLOYMENT | | | |
| 003620 | VITALE, GUY | | DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM | | | MO | DA | YR | REGULAR | | | |
| 6. FUNDS | X | V TO V | | V TO CF | | 02 | 23 | 69 | 7. FINANCIAL ANALYSIS NO. Chargeable | | | 8. CSC OR OTHER LEGAL AUTHORITY |
| | | CF TO V | | CF TO CF | | 9235 0620 00000 | | | PL 88-643 SECT. 703 | | | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | | | | 10. LOCATION OF OFFICIAL STATION | | | | | | |
| DDP/WH | | | | | | WASH., D.C. | | | | | | |
| 11. POSITION TITLE | | | | | | 12. POSITION NUMBER | | | 13. SERVICE DESIGNATION | | | |
| | | | | | | | | | D | | | |
| 14. CLASSIFICATION SCHEDULE (GS, LB, etc.) | | | 15. OCCUPATIONAL SERIES | | | 16. GRADE AND STEP | | | 17. SALARY OR RATE | | | |
| | | | | | | (08) | | | | | | |
| 18. REMARKS | | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | | |
| 19. ACTION CODE | 20. EMPLOY. CODE | 21. OFFICE CODING | | 22. STATION CODE | 23. INTEGEE CODE | 24. HIRE DATE | 25. DATE OF BIRTH | | 26. DATE OF GRADE | 27. DATE OF LEI | | |
| | | NUMERIC | ALPHABETIC | | | MO | DA | YR | MO | DA | YR | |
| 28. INTE EXPRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | 32. Correction /Conciliation Data | | 33. SECURITY REQ. NO | | | 34. SEX | | |
| MO | DA | YR | | CODE | TYPE | MO | DA | YR | | | | |
| 35. VET PREFERENCE | 36. SERV. COMP. DATE | 37. LONG COMP. DATE | 38. CAREER CATEGORY | 39. FEGL / HEALTH INSURANCE | | | 40. SOCIAL SECURITY NO. | | | | | |
| CODE | MO DA YR | MO DA YR | CAR RES PROV TEMP | CODE | CODE | CODE | 1. WORKER | 2. UNEMP. | HEALTH INS CODE | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT. CODE | | 43. FEDERAL TAX DATA | | | 44. STATE TAX DATA | | | | | | |
| CODE | 2. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE (LESS THAN 3 yrs.) 3. BREAK IN SERVICE (MORE THAN 3 yrs.) | | FORM EXECUTED 1. YES 2. NO | | | FORM EXECUTED 1. YES 2. NO | | | CODE | NO TAX EXEMPT | STATE CODE | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

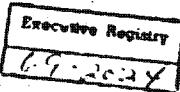
SECRET

DATE PREPARED

7 FEBRUARY 1969

| REQUEST FOR PERSONNEL ACTION | | | | | | | | |
|--|--|---|--|-----------------------------|---|--|---------------------------------|--------------------------------|
| 1. SERIAL NUMBER 003620 | 2. NAME (Last-First-Middle) VITALE, GUY | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM | | 4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 23 69 | 5. CATEGORY OF EMPLOYMENT REGULAR | | | | | |
| 6. FUNDS X TO Y | Y TO Z | 7. COST CENTER NO CHARGE AREA 9235 - 0620 | | | | | | |
| 8. ORGANIZATIONAL DESIGNATIONS DDP/WII | | 9. LOCATION OF OFFICIAL STATION WASHINGTON, D.C. | | | | | | |
| 10. POSITION TITLE | | 11. POSITION NUMBER | 12. CAREER SERVICE DESIGNATION D | | | | | |
| 14. CLASSIFICATION SCHEDULE (G.R. E.R. P.A.) | | 15. OCCUPATIONAL SERIES S | 16. GRADE AND STEP S | | | | | |
| 18. REMARKS | | 17. SALARY OR RATE S | | | | | | |
| 18A. SIGNATURE OF REQUESTING OFFICIAL | | DATE SIGNED | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | DATE SIGNED | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | |
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING NUMERIC | 22. STATION CODE | 23. INTAKE CODE | 24. HQDTS CODE | 25. DATE OF BIRTH MO. DA. YE. | 26. DATE OF HIRE MO. DA. YE. | 27. DATE OF LEI MO. DA. YE. |
| 28. RTE EXPIRES MO. DA. YE. | | 29. SPECIAL REFERENCE 1-1% 3-10% 5-NONE | 30. RETIREMENT DATA CODE | 31. SEPARATION DATA CODE | 32. CONNECTION CANCELLATION DATA CODE | 33. SECURITY REQ. NO. 34. SEX REQ. NO. | | |
| 35. VET PREFERENCE CODE | | 36. SERV COMP DATE MO. DA. YE | 37. LONG COMP. DATE MO. DA. YE | 38. CAREER CATEGORY CODE | 39. FEDERAL HEALTH INSURANCE CODE | 40. SOCIAL SECURITY NO CODE | | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA CODE | | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA CODE | 44. STATE TAX DATA CODE | 45. POSITION CONTROL CERTIFICATION 46. O.P. NO. Signature | | | |
| 47. USE PREVIOUS EDITION OP-1 1-66. | | 48. APPROVED 13 FEB 69 | | | | | | |

69-1750



APR 17 1969

17 APR 1969

Mr. Guy Vitale
1730 H Street, N. W.
Washington, D. C. 20006

Dear Mr. Vitale:

As you bring to a close more than twenty-six years of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find the years ahead filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend my best wishes for the years ahead.

Sincerely:

Richard Holmes
Richard Holmes
Director

Distribution:

0 - Addressee

1 - ER

1 - C/EAB/OS

1 - D/Pers

1 - OPF

1 - ROB

1 - ROB Reader

Originator:

Director of Personnel

Concur: SIGNED

2 APR 1969

C/EAB/OS

QP/RAD/ROB/ [redacted] jef (1 April 1969)

SECRET

卷之三

卷之三

MEMORANDUM FOR : Director of Central Intelligence

SUBJECT : Request for Voluntary Retirement
Guy Vitale

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.
2. Mr. Guy Vitale, GS-08, Intelligence Analyst, Western Hemisphere Division, Clandestine Services, has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50j, to be effective 28 February 1959.
3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 21 years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Services Career Service and the CIA Retirement Board have recommended that his application for voluntary retirement be approved. I endorse these recommendations.
4. It is recommended that you approve the voluntary retirement of Mr. Guy Vitale under the provisions of Headquarters Regulation 20-50j.

Robert S. Wattles
Director of Personnel

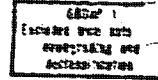
The recommendation contained in paragraph 4 is approved:

1938. 11. 14.
1938. 11. 14. 1938.

Director of Central Intelligence

Date

SECRET



SECRET

| REQUEST FOR PERSONNEL ACTION | | | | | | | | DATE PREPARED | | |
|---|-----------------------|------------------------------|--------------------------------|-----------------------------------|--|----------------------------------|----------------------------------|---|--------------------|------|
| 1. SERIAL NUMBER | | 2. NAME (Last-First-Middle) | | | | | | 13 December 1965 | | |
| 003620 | | VITALE, Guy | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION REASSIGNMENT | | | | | | | | 4. EFFECTIVE DATE REQUESTED | | |
| | | | | | | | | MONTH | DAY | YEAR |
| | | | | | | | | 12 | 28 | 65 |
| 6. PUNIS | | | | | | | | 7. COST CENTER NO. CHARGEABLE | | |
| X | | V TO V | | V TO O | | | | 6235-1162 | | |
| CP TO V | | CP TO V | | CP TO O | | | | 8. LEGAL AUTHORITY (Completed by Office of Personnel) | | |
| 9. ORGANIZATIONAL DESIGNATIONS DOP/NH WH/C Miami Operations Branch PM Section | | | | | | | | 10. LOCATION OF OFFICIAL STATION | | |
| | | | | | | | | Washington, D.C. | | |
| 11. POSITION TITLE INTELL. ACST. (D) | | | | | | | | 12. POSITION NUMBER 1506 | | |
| 14. CLASSIFICATION SCHEDULE (GS, F.B. NO.) | | | | | | | | 15. OCCUPATIONAL SERIES GS (07) 0301.23 | | |
| 16. GRADE AND STEP 08 (4) | | | | | | | | 17. SALARY OR RATE \$ 7553 | | |
| 18. REMARKS From WH/C/MOB, PM Sec., #1142 P.R.A. per HR 20-21c(3) NTE December 1967. | | | | | | | | | | |
| Recorded By CSPD f/n | | | | | | | | | | |
| 18A. SIGNATURE OF REQUESTING OFFICIAL ROBERT P. CASHMAN, CARP/Pers. | | | DATE SIGNED 12-23-65 | | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | | | DATE SIGNED 21 DEC 1965 | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | |
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING NUMERIC | 22. STATION CODE ALPHABETIC | 23. INTEGEE CODE | 24. MOLES CODE | 25. DATE OF BIRTH MO. DA. YR. | 26. DATE OF GRADE MO. DA. YR. | 27. DATE OF LEI MO. DA. YR. | | |
| 37 | 10 | 21566 | CC 4 25013 | | 10 | 16 17 | | | | |
| 20. DTE EXPIRES | 21. SPECIAL REFERENCE | 22. RETIREMENT DATA | 23. SEPARATION DATA | 24. CORRECTION, CANCELLATION DATA | 25. SECURITY DATA | 26. SOC. SEC. NO. | 27. SEC. NO. | 28. SEC. NO. | | |
| 12 27 67 | 83 | 1-CSC 3-HEA 5-NONE | CODE | TYPE | MO. DA. YR. | | | | | |
| 29. VET. PREFERENCE | 30. SERV. COMP. DATE | 31. LONG. COMP. DATE | 32. CAREER CATEGORY | 33. FED. HEALTH INSURANCE | 34. SOCIAL SECURITY NO. | | | | | |
| CODE 0-HIGH 1-5 PT 2-10 PT | MO. DA. YR. | MO. DA. YR. | CAR REG. PROM TEMP. | CODE 0-DAV 1-115 | CODE 0-DAV 1-115 | CODE 0-DAV 1-115 | CODE 0-DAV 1-115 | CODE 0-DAV 1-115 | | |
| 35. PREVIOUS GOVERNMENT SERVICE DATA | | | 36. LEAVE CAT | 37. FEDERAL TAX DATA | | 38. STATE TAX DATA | | | | |
| CODE 0-NO PREVIOUS SERVICE 1-1 BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS) | | | CODE | FORM EXECUTED 1-YES 2-NO | CODE | NO. TAX EXEMPTIONS | FORM EXECUTED 1-YES 2-NO | CODE | NO. TAX EXEMPTIONS | |
| 39. POSITION CONTROL CERTIFICATION 12-23-65 | | | | | 40. O.P. APPROVAL | | | 41. DATE APPROVED 12-23-65 | | |

S E C R E T

MEMORANDUM FOR: Mr. Guy Vitale

20 October 1965

THROUGH : Head of D Career Service

SUBJECT : Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the system, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the system may be designated participants as soon as possible.

2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.

3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees".

4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 6E-1319 Headquarters (extension 6001). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the Board. However, this request must be made within 30 days of the date of this memorandum.

Emmett D. Echols
Director of Personnel

S E C R E T

Group I
Excluded from automatic upgrading and declassification

SECRET

(When Filled In)

| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED |
|--|---|--|--|--|--------------------------------------|---------------------|
| 1. SERIAL NUMBER 003620 | | 2. NAME (Last-First-Middle) VITALE, Guy | | | | 12 December 1962 |
| 3. NATURE OF PERSONNEL ACTION PROMOTION | | | | 4. EFFECTIVE DATE REQUESTED 01/20/63 | 5. CATEGORY OF EMPLOYMENT REGULAR | |
| 6. FUNUS X | | V TO V | V TO CF | 7. COST CENTER NO. CHARGEABLE 3232-1000-1000 | | |
| 8. ORGANIZATIONAL DESIGNATIONS DDP Task Force W FI/CI Branch | | | | 10. LOCATION OF OFFICIAL STATION Washington, D.C. | | |
| 11. POSITION TITLE OPS OFFICER | | | | 12. POSITION NUMBER 0683 | 13. CAREER SERVICE DESIGNATION D | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS | | 15. OCCUPATIONAL SERIES (20) | 16. GRADE AND STEP 08 (3) | 17. SALARY OR RATE \$6500 | | |
| 18. REMARKS Promotion recommendation attached. Fitness Report submitted previously. | | | | | | |
| | | | | Recorded by CSPD Ave | | |
| 19a. SIGNATURE OF REQUESTING OFFICIAL Louis W. Armstrong LOUIS W. ARMSTRONG, C/TFW/Pers. | | | DATE SIGNED 14 Dec 62 | 19b. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL H. Greenhaw | | |
| DATE SIGNED 1/7/63 | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | |
| 20. ACTION CODE 32 | 21. EMPLOY. CODE 10 | 22. STATION CODE 61300 | 23. INTERVIEW CODE TFW | 24. DATE OF BIRTH 75013 | 26. DATE OF GRADE 10/16/17 | 27. DATE OF LEI |
| 28. NTE EXPIRES MO. DA. YR. | 29. SPEC. R. REFERENCE 1 - CSC 3 - FICA 5 - NONE | 30. RETIREMENT DATA CODE | 31. SEPARATION DATA CODE TYPE | 32. CORRECTION/CANCELLATION DATA TYPE | 33. SECURITY REG. NO. | 34. SSI S. S. N. |
| 35. VET. PREFERENCE CODE 0 - NONE 1 - 5 yrs. 2 - 10 yrs. | 36. SICK COMP. DATE MO. DA. YR. | 37. LONG. COMP. DATE MO. DA. YR. | 38. CAREER CATEGORY CAR/RESV PROV/TEMP | 39. FEDEX / HEALTH INSURANCE CODE 0 - UNINS. 1 - FED | 40. SOCIAL SECURITY NO. | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS) | 42. LEAVE CAT. CODE 1 - YES 2 - NO | 43. FEDERAL TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO | 44. STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO | 45. O.P. APPROVAL DATE APPROVED | | |
| 46. O.P. APPROVAL DATE APPROVED | | | | | | |

SECRET

(When Filled In)

| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED | | |
|--|--|-------------------------------------|---|--|--|--|----------------------------------|--------------------------------|
| 1. SERIAL NUMBER 003620 | 2. NAME (Last-First-Middle) VITALE, Guy | | | | | 12 December | | |
| 3. NATURE OF PERSONNEL ACTION PROMOTION | | | | | 4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR | 5. CATEGORY OF EMPLOYMENT REGULAR | | |
| 6. FUNDS ► | V TO V CF TO V | V TO CF CF TO CF | 7. COST CENTER NO. CHARGEABLE 3232-1000-1000 | 8. LEGAL AUTHORITY (Completed by Office of Personnel) | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS DDP Task Force W FI/CI Branch | | | | | 10. LOCATION OF OFFICIAL STATION Washington, D.C. | | | |
| 11. POSITION TITLE OPS OFFICER (D) | | | | | 12. POSITION NUMBER 0683 | 13. CAREER SERVICE DESIGNATION D | | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, ETC.) GS (09) | | 15. OCCUPATIONAL SERIES 0136.01 | 16. GRADE AND STEP 03 (3) | 17. SALARY OR RATE \$6500 | | | | |
| 18. REMARKS Promotion recommendation attached. Fitness Report submitted previously. | | | | | | | | |
| 18A. SIGNATURE OF REQUESTING OFFICIAL LOUIS W. ARISTON, C/TFW/Pers. | | | DATE SIGNED | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | |
| 19. ACTION CODE | 20. EMPLOY. CODE | 21. OFFICE CODING NUMERIC | 22. STATION CODE ALPHABETIC | 23. INTERFEE CODE | 24. MOSES | 25. DATE OF SEPARATION CODE | 26. DATE OF GRADE MO. DA. YR. | 27. DATE OF LEI MO. DA. YR. |
| 28. NTE EXPIRES MO. DA. YR. | | 29. SPECIAL REFERENCE | | 30. RETIREMENT DATA CODE | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA TYPE | 33. SECURITY REG. NO. | 34. SEA MO. DA. YR. |
| 35. VET. PREFERENCE CODE | | 36. SEPR. COMP. DATE MO. DA. YR. | 37. LONG. COMP. DATE MO. DA. YR. | 38. CAREER CATEGORY CAR/RESV PROV/TEMP | 39. FEGL/ F-HEALTH INSURANCE CODE | 40. HEALTH INS. CODE 0 = UNINS 1 = YES | 41. SOCIAL SECURITY NO. | |
| 42. PREVIOUS GOVERNMENT SERVICE DATA CODE | | 43. LEAVE CAT. CODE | | 44. FEDERAL TAX DATA FORM EXECUTED 1 = YES 2 = NO | | 45. STATE TAX DATA FORM EXECUTED 1 = YES 2 = NO | | |
| 46. O.P. APPROVAL SAC SAC SAC | | | | | 47. DATE APPROVED | | | |

SECRET

(When Filled In)

| REQUEST FOR PERSONNEL ACTION | | | | DATE PREPARED | |
|--|--|--|--|---|--|
| 1. SERIAL NUMBER 003620 | 2. NAME (Last-First-Middle) VITALE, Guy (RMI) | | | 3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS | |
| 4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 13 18 62 | 5. CATEGORY OF EMPLOYMENT REGULAR | | | 6. FUNDS V TO V V TO CF X CF TO V CF TO CF | |
| 7. COST CENTER NO. CHARGEABLE 2235-1400-1000 | | | 8. LEGAL AUTHORITY (Completed by Office of Personnel) | | |
| 9. ORGANIZATIONAL DESIGNATIONS DDP/WH Branch 4 FI/CI Sec. | | | 10. LOCATION OF OFFICIAL STATION Washington, D. C. | | |
| 11. POSITION TITLE Intell Asst | | | 12. POSITION NUMBER 0685 | 13. CAREER SERVICE DESIGNATION D | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS (2) | | 15. OCCUPATIONAL SERIES 0301.28 | 16. GRADE AND STEP 07 (3) | 17. SALARY OR RATE \$ 5685 | |
| 18. REMARKS From: DDP/EE/CS/Dev.Compl., D.C. Security 3/16/62 CONCURRENCE: _____ (per phone) EE/Personnel Officer 3/16/62 | | | | | |
| 19. SIGNATURE OF REQUESTING OFFICIAL WH/4/Per.Officer | | DATE SIGNED | 20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Unruh | | DATE SIGNED |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | |
| 21. ACTION CODE 16 | 20. EMPLOY. CODE 16 | 21. OFFICE CODING NUMERIC ALPHABETIC 16-5- A-7-8 | 22. STATION CODE A-7-8 | 23. INTEREST CODE 1 | 24. M-10705 CODE 101617 |
| 25. DATE OF BIRTH MO. DAY YEAR 10 16 17 | 26. DATE OF GRADE MO. DAY YEAR 1 | 27. DATE OF LES MO. DAY YEAR 1 | | | |
| 28. MTE EXPIRES MO. DAY YEAR 1 | 29. SPECIAL REFERENCE 1 - LST 2 - RICA 3 - NONE | 30. RETIREMENT DATA CODE COOP | 31. SEPARATION DATA CODE TYPE 1 - NO 2 - YES | 32. CORRECTION/CANCELLATION DATA CODE COOP | 33. SECURITY REG. NO. 34. SEX FEO. NO. |
| 35. VET. PREFERENCE CODE 0 - NONE 1 - 5 yrs 2 - 10 yrs | 36. SERV. COMP. DATE MO. DAY YEAR 1 | 37. LONG. COMP. DATE MO. DAY YEAR 1 | 38. MIL. SERV. CREDIT/LCO 1 - YES 2 - NO | 39. FEGL / HEALTH INSURANCE CODE COOP | 40. SOC. SECURITY NO. |
| 41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS) | 42. LEAVE CAT. CODE 1 - YES 2 - NO | 43. FEDERAL TAX DATA CODE FORM EXECUTED 1 - YES 2 - NO | 44. STATE TAX DATA CODE FORM EXECUTED 1 - YES 2 - NO | | |
| 45. POSITION CONTROL CERTIFICATION 7. Kearney 3/2/62 | | | 46. O.P. APPROVAL N. Unruh | | |
| DATE APPROVED | | | | | |

REQUEST FOR PERSONNEL ACTION

6 June 1960

| | | | | | |
|-------------------------|-----------------------------|---------------------------------|----------------------------------|-------------------------|---|
| 1. Serial No. | 2. Name (Last-First-Middle) | 3. Date Of Birth | 4. Vol. Pref. | 5. Sex | 6. CS - EOD |
| 503620 | VITALE GUY | Mo. Da. Yr. 10 16 17 | None-O Code 5 Pt-1 10 Pt-2 | M 1 | Mo. Da. Yr. 09 13 49 |
| 7. SCD | 8. CSC Retmt. | 9. CSC Or Other Legal Authority | 10. Appt. Affidav. | 11. FEGLI | 12. <small>Mill. Serv. Credit, Etc.</small> |
| Mo. Da. Yr. 10 24 42 | Yes - 1 No - 2 | Code 1 | Mo. Da. Yr. No-2 | Mo. Da. Yr. 09 13 49 | Yes - 1 No - 2 |
| 50 USCA 403 | | | | | |

25

PREVIOUS ASSIGNMENT

| | | | | | |
|---|--------------------|----------------------------------|-------------------------|-------------------------|--------------------------|
| 14. Organizational Designations: DOP EE | Code | 15. Location Of Official Station | Station-Code | | |
| OPERATIONS STAFF RECORDS INTEGRATION SECTION | 5231 | | 29501 | | |
| 16. Dept. - Field | 17. Position Title | 18. Position No. | 19. Surv. | 20. Occup. Series | |
| Dept. Code USId - Frqn - 5 | INTELL ASST | 1809 | GS | 0301.28 | |
| 21. Grade & Step | 22. Salary Or Rate | 23. SD | 24. Date Of Grade | 25. PSI Due | 26. Appropriation Number |
| 07 1 | \$ 4900 | DS | Mo. Da. Yr. 09 06 59 | Mo. Da. Yr. 09 04 60 | 0139 9350 3018 |

ACTION

| | | | | | |
|--------------------------------------|------------|--|---------------------------------|------------|---------------------|
| 27. Nature Of Action REASSIGNMENT | Code 17 | 28. Eff. Date Mo. Da. Yr. 06 12 60 | 29. Type Of Employee REGULAR | Code 25 | 30. Separation Date |
|--------------------------------------|------------|--|---------------------------------|------------|---------------------|

PRESENT ASSIGNMENT

| | | | | | |
|--|--------------------|---|-----------------------|-------------------|--------------------------|
| 31. Organizational Designations CS/CS DEVELOPMENT COMPLEMENT EE DIVISION | Code 5118 | 32. Location Of Official Station WASH., D.C. | Station Code 75013 | | |
| 33. Dept. - Field | 34. Position Title | 35. Position No. | 36. Surv. | 37. Occup. Series | |
| Dept. Code USId - Frqn - 1 | | 161261 | | | |
| 38. Grade & Step | 39. Salary Or Rate | 40. SD | 41. Date Of Grade | 42. PSI Due | 43. Appropriation Number |
| | \$ | D | Mo. Da. Yr. | Mo. Da. Yr. | 0320 1998 |

SOURCE OF REQUEST

| | | |
|---|---------|--|
| A. Requested By (Name And Title) C/P/S Personnel | 6/16/60 | C. Request Approved By (Signature And Title) |
| For Additional Information Call (Name & Telephone Ext.) | | X3884 |

CLEARANCES

| | | | | | |
|------------------------------|-----------------|---------------|------------------------|--------------------|---------------|
| Clearance A. Career Board | Signature OJ | Date 14/60 | Clearance Placement | Signature C/S/0 | Date 17/60 |
| B. Pos. Control | (2) | 14/60 | E. | C/S/0 | 17/60 |
| C. Classification | | | F. Approved By | 6/13/60 | 17/60 |

Remarks In-casual

ECS RETURNEE

NO. 1152

(4)

14-00000

Pte 1960 Requests for
Personnel Action

SECRET
on Filled In

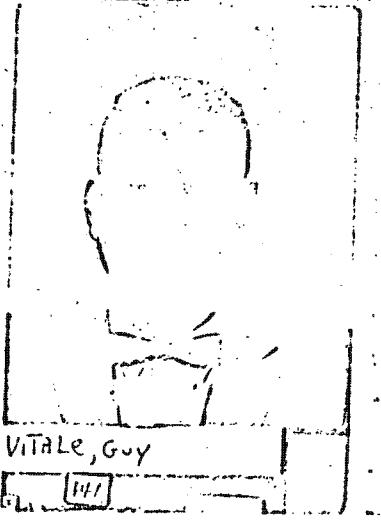
SECRET

(When Filled In)

| | | | |
|---|--|-------------------------------|--|
| PERS. SERIAL NO. 03620 | | BIOGRAPHIC PROFILE (PART 2) | |
| NAME (Last-First-Middle) VITALE, Guy (nm) | | DATE OF BIRTH Oct 1917 | |
| 23. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS | | | |
|  | | | |
| 24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE | | | |
| 25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL | | | |
| 26. ADDITIONAL INFORMATION <u>Commendation 1960</u> from Ch, EE Logistics for services rendered while on a temporary assignment to EE Division Logistics Office. | | | |
| 27. DATE REVIEWED 25 Jan 1965 | | 28. PROFILE REVIEWED BY hc | |

SECRET
(b)(6) (a) (7) (C)

SECRET
(When Filled In)

| | | |
|---|-------------------------------|-------------|
| PERS. SERIAL NO. 03620 | BIOGRAPHIC PROFILE (PART 2) | |
| NAME (Last-First-Middle) VITALE, Guy (nm) | DATE OF BIRTH 16 Oct 1917 | |
| 23.  VITALE, Guy | | |
| 24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE | | |
| 25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL | | |
| 26. ADDITIONAL INFORMATION <u>Commendation 1960</u> from Ch, EE Logistics for services rendered while on a temporary assignment to EE Division Logistics Office. | | |
| 27. DATE REVIEWED 6 Feb 1969 | 28. PROFILE REVIEWED BY hc | 29. PROFILE |

FORM NO. 1200 (PART 2) REPLACES FORM 1080 (PART 2) WHICH IS OBSOLETE. SECRET

PROFILE

140

SECRET
(When Filled In)

| | | | | | |
|--|--|------------------|--|----------|-----------------------------------|
| FITNESS REPORT | | | | | EMPLOYEE SERIAL NUMBER 003620 |
| SECTION A | | | | | |
| GENERAL | | | | | |
| 1. NAME (Last) (First) (Middle) | | 2. DATE OF BIRTH | | 3. SEX | 4. GRADE |
| Vitale, Guy | | 10/16/17 | | M | 08 D |
| 5. OFFICIAL POSITION TITLE Intelligence Asst. | | | 7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/COG | | 8. CURRENT STATION Hqs. |
| 9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY | | | 10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR | | |
| CAREER-PROVISIONAL (See Instructions - Section C) | | | X ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE | | |
| SPECIAL (Specify): | | | SPECIAL (Specify): | | |
| 11. DATE REPORT DUE IN O.P. July 1968 | | | 12. REPORTING PERIOD (From - To) 1 July 67 - 30 June 68 | | |
| SECTION B | | | | | |
| PERFORMANCE EVALUATION | | | | | |
| <p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p> | | | | | |
| SPECIFIC DUTIES | | | | | |
| <p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p> | | | | | |
| SPECIFIC DUTY NO. 1 Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program. | | | | | RATING LETTER P |
| SPECIFIC DUTY NO. 2 Assists personnel with machine name traces and other operational support assistance. | | | | | RATING LETTER P |
| SPECIFIC DUTY NO. 3 Preparation of biographic input sheets for machine processing into the Cuban IS program. | | | | | RATING LETTER P |
| SPECIFIC DUTY NO. 4 As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents. | | | | | RATING LETTER P |
| SPECIFIC DUTY NO. 5 | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 6 <i>9 AUG 1968</i> | | | | | RATING LETTER |
| OVERALL PERFORMANCE IN CURRENT POSITION | | | | | |
| <p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> | | | | | RATING LETTER P |

SECRET

(Form Filled 64)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Commons on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

HCG 6

Mr. Vitale since he was assigned to me initially on a part-time basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. The quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

9

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

18 July

3. COMMENTS OF REVIEWING OFFICIAL

BY REVIEWING OFFICIAL

I concur in the evaluation of this employee as presented above.

| | | |
|--------------|--------------------------------------|-------------------------------------|
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE |
| 13 July 1968 | C/TH/COG/OS | |

SECRET

/ 6 /

SECTION C/Continued

NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

SECRET

(When Filled In)

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | |
|--|--|--------------------|--------------------|--------------------------------|-------------------------|
| SECTION A | | | | GENERAL | |
| 1. NAME | LAST (Last) | FIRST (First) | MIDDLE (Middle) | 2. DATE OF BIRTH | 3. SEX |
| VITALE | Guy | | | 16 Oct 17 | M |
| 4. GRADE | 5. SD | | | | |
| 5. OFFICIAL POSITION TITLE | 6. OFF/DIV/BR OF ASSIGNMENT | 7. CURRENT STATION | | | |
| Intell Asst | DDP/WH/COG | Washington | | | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | | 10. CHECK (X) TYPE OF REPORT | |
| CAREER | RESERVE | TEMPORARY | | INITIAL | REASSIGNMENT SUPERVISOR |
| CAREER-PROVISIONAL (See Instructions - Section C) | | | X | ANNUAL | REASSIGNMENT EMPLOYEE |
| SPECIAL (Specify): | | | SPECIAL (Specify): | | |
| 11. DATE REPORT DUE IN O.P. | | | | 12. REPORTING PERIOD (From To) | |
| | | | | 1 July 1966 - 30 June 1967 | |
| SECTION B PERFORMANCE EVALUATION | | | | | |
| W - Weak | Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. | | | | |
| A - Adequate | Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. | | | | |
| P - Proficient | Performance is more than satisfactory. Desired results are being produced in a proficient manner. | | | | |
| S - Strong | Performance is characterized by exceptional proficiency. | | | | |
| O - Outstanding | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. | | | | |
| SPECIFIC DUTIES | | | | | |
| List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised). | | | | | |
| SPECIFIC DUTY NO. 1 | | | | | RATING LETTER |
| Maintains project and agent 201 files for the Branch's paramilitary program. | | | | | S |
| SPECIFIC DUTY NO. 2 | | | | | RATING LETTER |
| Locates and maintains material for use in briefings and in the conduct of liaison with other government agencies. | | | | | A |
| SPECIFIC DUTY NO. 3 | | | | | RATING LETTER |
| Aids in conducting name traces and in processing operational clearances. | | | | | P |
| SPECIFIC DUTY NO. 4 | | | | | RATING LETTER |
| As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents. | | | | | P |
| SPECIFIC DUTY NO. 5 | | | | | RATING LETTER |
| Assists in conduct of input to Cuban I.S. Machine Records Program. | | | | | P |
| SPECIFIC DUTY NO. 6 | | | | | RATING LETTER |
| 31 AUG 1967 | | | | | |
| OVERALL PERFORMANCE IN CURRENT POSITION | | | | | |
| Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. | | | | | |
| | | | | | RATING LETTER |
| | | | | | P |

(Form 1710, Rev. 1-64)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Management of personnel, of major point or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

HOD JI 9-26-1967

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

SECTION D

CERTIFICATION AND COMMENTS

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

25 Aug '67

SIGNATURE OF EMPLOYEE

John Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

12

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

25 August 1967

OFFICIAL TITLE OF SUPERVISOR

Section Chief,
PM Operations

TYPED OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE |
|-------------|--------------------------------------|-------------------------------------|
| 28 AUG 1967 | C/WH/COG/MO | Robert A. Ortman |

SECRET

file

SECRET

11 May 1960
File K-1:849

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT : VITALE, Guy, nni

1. Cover arrangements are in process, and // have been completed for the above-named Subject.
2. Effective 1 April 1960, it is requested that your records be properly blocked // to deny // Subject's current Agency employment to an external inquirer.
3. //

Paul P. Stewart
HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OS

THIS MEMO MUST REMAIN
ON TOP OF FILE

1580a

(4-13-60)

5/16/60
62

SECRET

(When Filled In)

PLB: 10 MAR 69

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | |
|--|--|----------------------------------|--------|--------------------------------------|----------|---------------------------------|--------------------------|
| 1. SERIAL NUMBER | | 2. NAME (LAST-FIRST-MIDDLE) | | 4. EFFECTIVE DATE | | 5. CATEGORY OF EMPLOYMENT | |
| 003620 | | VITALE GUY | | 02 | 08 | 19 | REGULAR |
| 3. NATURE OF PERSONNEL ACTION | | 6. FUNDS | | 7. Financial Analysis No. Changeable | | 8. CSC OR OTHER LEGAL AUTHORITY | |
| RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM | | X | V TO V | CF TO V | CF TO CF | 9235 0620 0000 | P.L. 88-643 SECT. 233 |
| 9. ORGANIZATIONAL DESIGNATIONS | | 10. LOCATION OF OFFICIAL STATION | | | | | |
| DDP/WH WH/COG OPERATIONS BRANCH WH SECTION | | WASH., D.C. | | | | | |
| 11. POSITION TITLE | | 12. POSITION NUMBER | | 13. SERVICE DESIGNATION | | | |
| INTELLIGENCE ASST | | 1685 | | D | | | |
| 14. CLASSIFICATION SCHEDULE (GS 18 OR H.) | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP | | 17. SALARY OR RATE | |
| GS | | 0301.26 | | 08 6 | | 8984 | |
| 18. REMARKS | | | | | | | |

| | | | | | | | | | | | |
|---|--|------------|--|------------------------------------|--|--|-----------------------------|--|---|--------|------|
| 1. LAST NAME | | FIRST NAME | | INITIAL(S) | | 2. APPOINTMENT DATA | | 3. TOTAL SERVICE FOR LEAVE (as of date of separation) | | | |
| VITALE | | GUY | | | | Entered on duty | F.T. | P.T. | Years | Months | Days |
| 4. DATE AND NATURE OF SEPARATION | | 2-28-69 | | RETIREMENT | | 9-13-1969 | X | | 26 | 1 | 4 |
| | | | | | | Subject to Sec. 203(d), 1951 Leave Act | | | | | |
| | | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | | |
| | | | | | | Ceased to be subject to Sec. 203(d) | | | | | |
| | | | | | | on Annual Leave Bal. | | | <input type="checkbox"/> More than 15 years | | |
| SUMMARY OF ANNUAL AND SICK LEAVE (HOURS) | | | | SUMMARY OF HOME LEAVE (DAYS) | | | | REMARKS | | | |
| 5. Balance from prior leave year ended 19 69 | | | | 274 1655 | | | | SCD 10-24-42 | | | |
| 6. Current leave year accrual through 19 69 | | | | 24 12 | | | | | | | |
| 7. Total | | | | 298 1667 | | | | | | | |
| 8. Reduction in credits, if any (current year) | | | | 0 0 | | | | | | | |
| 9. Total leave taken | | | | 1 0 | | | | | | | |
| 10. Balance | | | | 294 1667 | | | | | | | |
| 11. Total hours paid in lump sum 274 hrs | | | | | | | | | | | |
| 12. Salary rate(s) 88984. | | | | | | | | | | | |
| 13. Lump sum leave dates from 0830 3-3-69 to 1-18-69 1030 (Hours) | | | | | | | | | | | |
| 26 | | | | 1/16-2/6/69 | | | | | | | |
| (Signature) FOR CHIEF PAYROLL (Title) | | | | (Date) 1/13-2595 (Telephone) | | | | | | | |
| 21. Dates during current calendar yr. to 22. Dates during preceding calendar yr. to | | | | | | | | | | | |
| 23. Dates during current calendar yr. to 24. Dates during preceding calendar yr. to | | | | | | | | | | | |
| 25. Dates during current calendar yr. to 26. Dates during preceding calendar yr. to | | | | | | | | | | | |
| ABSENCE WITHOUT PAY | | | | | | | | | | | |
| 27. During leave year in which separated 28. During step-increase waiting period which began on 1-14-68 | | | | | | | | (LwOP or AWOL or Furlough/Suspension (Hours)) | | | |
| 29. During 12-month HL accrual period (dates): | | | | | | | | 0 0 | | | |
| | | | | | | | | 0 0 | | | |

Standard Form 1150
November 1965
1150-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION
FPM SUPPLEMENTS 296-31 AND 980-2

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION'S 212 AND 215 26 SEP 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF U.S. AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-001 DIRECTIVE DATED 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

| NAME | SERIAL | DEPT. | FUNDS OR STEP | OLD SALARY | NEW SALARY |
|------------|--------|--------|---------------|------------|------------|
| VITALE GUY | 003620 | 51 300 | V GS 02 0 | \$ 8,614 | \$ 8,984 |

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

| | | | |
|--|-----------------------------|-------------------------|--------------------------------|
| 1. SERIAL NUMBER | 2. NAME (LAST-FIRST-MIDDLE) | | |
| 003620 | VITALE GUY | | |
| 3. NATURE OF PERSONNEL ACTION | | | |
| 4. EFFECTIVE DATE | | | |
| 05 04 68 | | | |
| 5. CATEGORY OF EMPLOYMENT | | | |
| 6. ASSIGNMENT | | | |
| 7. FINANCIAL ANALYSIS NO. CHARGEABLE | | | |
| 8. CSC OR OTHER LEGAL AUTHORITY | | | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | |
| 10. LOCATION OF OFFICIAL STATION | | | |
| 11. POSITION TITLE | | 12. POSITION NUMBER | 13. CAREER SERVICE DESIGNATION |
| INTEL ANALYST | | 1485 | D |
| 14. CLASSIFICATION SCHEDULE (GS, IB, etc.) | | 15. OCCUPATIONAL SERIES | 16. GRADE AND STEP |
| GS | | 0132, 35 | DA |
| 17. SALARY OR RATE | | | |
| 18. REMARKS | | | |

SIGNATURE OR OTHER AUTHENTICATION

POSTED

mgf 5/1/68

C/WH/COC

| | | | | | | | | | | |
|--|------------|--------------------|----------------|----------------|------------|---------|----------------|----------|------|--|
| 1. SERIAL NO. | 2. NAME | 3. ORGANIZATION | 4. FUNDS | 5. LWOP HOURS | | | | | | |
| 003620 | VITALE GUY | 51 500 | V | | | | | | | |
| 6. OLD SALARY RATE | | 7. NEW SALARY RATE | | 8. TYPE ACTION | | | | | | |
| Grade | Step | Salary | Last Eff. Date | Grade | Step | Salary | EFFECTIVE DATE | SI | ADJ. | |
| GS 08 | 5 | \$7,781 | 01/16/66 | GS 08 | 6 | \$8,008 | 01/14/68 | | | |
| 8368 8614 | | | | | | | | | | |
| CERTIFICATION AND AUTHENTICATION | | | | | | | | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE. | | | | | | | | | | |
| SIGNATURE | | | | | | | DATE | 17.08.67 | | |
| <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD | | | | | | | | | | |
| CLERK'S INITIALS NM | | 00000000 | | | AUDITED BY | | | WT | | |
| PAY CHANGE NOTIFICATION | | | | | | | | | | |
| FORM 560 E Use previous editions (4-51) | | | | | | | | | | |

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504
 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
 AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

| NAME | SERIAL | ORGN. | FUNDS | GR-STEP | OLD SALARY | NEW SALARY |
|------------|--------|--------|-------|---------|------------|------------|
| VITALE GUY | 003620 | 51 500 | V | GS 08 5 | \$ 7,781 | \$ 8,008 |

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206
 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
 AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

| NAME | SERIAL | ORGN. | FUNDS | GR-STEP | OLD SALARY | NEW SALARY |
|------------|--------|-------|-------|---------|------------|------------|
| VITALE GUY | | | | | | |

4-7-1

PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 14 OCTOBER 1962.*

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

| NAME | SERIAL | ORGN. | FUNDS | GR-STEP | OLD SALARY | NEW SALARY |
|------------|--------|--------|-------|---------|---------------|---------------|
| VITALE GUY | 003620 | 51 500 | V | GS 08 4 | \$ 7,290 | \$ 7,553 |

G-33

| | | | |
|--|------------|-----------------------|------------------|
| 1. Serial No. | 2. Name | 3. Cost Center Number | 4. LWOP Hours |
| 003620 | VITALE GUY | 51 500 V | |
| 5. OLD SALARY RATE | | 6. NEW SALARY RATE | |
| Grade | Step | Salary | Last Eff. Date |
| GS 08 4 | 1 | 7,290 | 01/19/64 |
| | | GS 09 5 | 6 7,553 01/15/65 |
| 7. TYPE ACTION | | | |
| PSI | LSI | ADJ. | |
| 8. Remarks and Authentication | | | |
| <input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>RT</i> AUDITED BY <i>RT</i> | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. | | | |
| SIGNATURE: <i>RT</i> DATE <i>23 Nov 65</i> | | | |
| PAY CHANGE NOTIFICATION | | | |

SECRET
(When Filled In)

P.J.H. 29 DEC 65

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | |
|--|-----------------------------|-------------------------------------|--|-------------------------|------------------|--------------------------|----------------------------------|-------------------|-------------------------|---------------------------|--|
| OCF | | | | | | | | | | | |
| 1. SERIAL NUMBER | 2. NAME (LAST-FIRST-MIDDLE) | | | | | | | | | | |
| 003620 | VITALE GUY | | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | | | | | | | | | |
| REASSIGNMENT | | | | | | | | | | | |
| 4. FUNDS | | X | | V TO V | | V TO CF | | 5. EFFECTIVE DATE | | 6. CATEGORY OF EMPLOYMENT | |
| | | | | | | | | MO. DA. 12 28 65 | | REGULAR | |
| 6. COST CENTER NO. CHARGEABLE | | 7. CSC OR OTHER LEGAL AUTHORITY | | | | | | | | | |
| 6235 1162 0000 | | 50 USC 403 J | | | | | | | | | |
| 8. ORGANIZATIONAL DESIGNATIONS | | | | | | | | | | | |
| DDP/WH WH/C MIAMI OPERATIONS BR/PM SECTION | | | | | | | | | | | |
| 9. LOCATION OF OFFICIAL STATION | | | | | | | | | | | |
| WASH., D.C. | | | | | | | | | | | |
| 10. POSITION TITLE | | | | | | | | | | | |
| INTELLIGENCE ASST | | | | | | | | | | | |
| 11. CLASSIFICATION SCHEDULE (GS, LS, etc.) | | 12. POSITION NUMBER | | 13. SERVICE DESIGNATION | | | | | | | |
| GS | | 1506 | | D | | | | | | | |
| 14. OCCUPATIONAL SERIES | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP | | 17. SALARY OR RATE | | | | | |
| | | 0301.28 | | 08 4 | | 7553 | | | | | |
| 18. REMARKS | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 19. ACTION CODE | 20. Employ. Code | 21. OFFICE CODING | | 22. STATION CODE | 23. INTEGEE CODE | 24. Hdgts. Code | 25. DATE OF BIRTH | 26. DATE OF GRADE | 27. DATE OF LEI | | |
| 37 | 10 | 51500 WH | | 75013 | | 1 | MO. DA. 10 16 17 | MO. DA. 1 | MO. DA. 1 | | |
| 28. NIE EXPIRES | | 29. SPECIAL REFERENCE | | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | | 33. SECURITY REQ. NO. | 34. SEX | |
| MO. DA. 12 27 67 | | 83 | | CODE | | | TYPE | MO. DA. 1 | | | |
| 35. VET. PREFERENCE | | 36. SERV. COMP. RATE | | 37. LONG. COMP. RATE | | 38. CAREER. CATEGORY | 39. FEGI / HEALTH INSURANCE | | 40. SOCIAL SECURITY NO. | | |
| CODE | | 0 - NONE 1 - 5 PT. 2 - 10 PT. | | MO. DA. 1 | | CAN. PROV. TEMP. | CODE | CODE | 0 - MAJOR 1 - YES | HEALTH INS. CODE | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA | | | | | | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | | 44. STATE TAX DATA | | |
| CODE | | | | | | FORM EXECUTED | NO TAX EXEMPTIONS | FORM EXECUTED | CODE | NO TAX EXEMPTIONS | |
| 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS) | | | | | | 1 - YES 2 - NO | | 1 - YES 2 - NO | | 1 - YES 2 - NO | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | | | | | |
| POSTED 29/65 | | | | | | | | | | | |

~~SECRET~~

(When Filled in)

NOTIFICATION OF PERSONNEL ACTION

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | |
|--|----------------------------|-----------------------------------|--|--|--|------------------------------------|--------------------------------|
| OCS 05/27/65 | | | | | | | |
| 1 SERIAL NUMBER | 2 NAME (LAST FIRST MIDDLE) | | | | | | |
| 003620 | VITALE GUY | | | | | | |
| 3 NATURE OF PERSONNEL ACTION | | | | 4 EFFECTIVE DATE | | 5 CATEGORY OF EMPLOYMENT | |
| REASSIGNMENT | | | | 05 31 65 | | | |
| 6 FUNDS  | X | V TO V | | V TO CF | | 7 COST CENTER NO CHARGEABLE | 8 CSC OR OTHER LEGAL AUTHORITY |
| | | | | | | 5235 1162 0000 | |
| 9 ORGANIZATIONAL DESIGNATIONS DOP/WH DIVISION WH C MIAMI OPS BR PM SEC | | | | 10 LOCATION OF OFFICIAL STATION CASH, D. C. | | | |
| 11 POSITION TITLE OPS OFFICER | | | | 12 POSITION NUMBER 1142 | | 13 CAREER SERVICE DESIGNATION U | |
| 14 CLASSIFICATION SCHEDULE (GS, IB, etc.) GS | | 15 OCCUPATIONAL SERIES 0136.01 | | 16 GRADE AND STEP 08 | | 17 SALARY OR RATE | |
| 18 REMARKS | | | | | | | |
| <div style="text-align: center; border: 1px solid black; padding: 10px; margin: 10px 0;"> POSTED 6-10-65-871 </div> | | | | | | | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | |

GROUP I
Excluded from automatic
downgrading and
declassification

(When filled in)

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE
AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES
Federal Employees Salary Act of 1964

12-100

| | | | | | | | | | | |
|--|------------|--------------------------|----------------|-------|------|---------|----------------|-----|-----|-----|
| 1. Serial No. | 2. Name | 3. Current Center Number | 4. LWOP Hours | | | | | | | |
| 003620 | VITALE GUY | 49 300 V | 371 | | | | | | | |
| 5. OLD SALARY RATE | | 6. NEW SALARY RATE | | | | | | | | |
| Grade | Step | Salary | Last Eff. Date | Grade | Step | Salary | Effective Date | PSI | ISI | ACI |
| GS 08 | 3 | \$ 6,810 | 01/20/63 | GS 08 | 4 | \$ 7020 | 01/19/64 | | | |
| 8. Remarks and Authorization | | | | | | | | | | |
| <input checked="" type="checkbox"/> / NO EXCESS LWOP <input checked="" type="checkbox"/> / IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS: <i>flr</i> AUDITED BY <i>flr</i> SALARY CONTINGENT ON CONGRESSIONAL APPROVAL | | | | | | | | | | |
| 9. I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. | | | | | | | | | | |
| SIGNATURE: <i>Charles Vitale</i> 3 Dec 63 | | | | | | | | | | |
| PAY CHANGE NOTIFICATION | | | | | | | | | | |

Form 560

Obsolete Previous Edition

(451)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DGT
MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS.

| NAME | SERIAL | CHGN FUNDS | GR-ST | OLD SALARY | NEW SALARY |
|------------|--------|------------|---------|------------|------------|
| VITALE GUY | 003620 | 49 300 V | GS 08 3 | \$ 6,500 | \$ 6,810 |

BAR: 18 JAN 63

SECRET
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | |
|--|-------------------|--|------------------|--------------------------------|-------------------|--|----------------------------------|----------------------------------|---------|------------------------------|--|
| 1. SERIAL NUMBER | | 2. NAME (LAST-FIRST-MIDDLE) | | | | | | | | | |
| 003620 | | VITALE GUY | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | | 4. EFFECTIVE DATE | | 5. CATEGORY OF EMPLOYMENT | | | | | |
| PROMOTION | | | | 01 20 63 | | REGULAR | | | | | |
| 6. FUNDS | | X | | 7. COST CENTER NO. CHARGEABLE | | 8. CSC OR OTHER LEGAL AUTHORITY | | | | | |
| | | OF TO W | | 3232 1000 1000 | | 50 USC 403 J | | | | | |
| OF TO W | | EF TO CP | | | | | | 10. LOCATION OF OFFICIAL STATION | | | |
| 9. ORGANIZATIONAL DESIGNATIONS | | WASH., D. C. | | | | | | | | | |
| DDP TASK FORCE W FI/C1 BRANCH | | | | | | | | | | | |
| 11. POSITION TITLE | | 12. POSITION NUMBER | | 13. CAREER SERVICE DESIGNATION | | | | | | | |
| OPS OFFICER | | 0683 | | D | | | | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, DS) | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP | | 17. SALARY OR RATE | | | | | |
| GS | | 0136.01 | | 08 3 | | 6500 | | | | | |
| 18. REMARKS | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 19. ACTION CODE | 20. Employer Code | 21. OFFICE CODING | 22. STATION CODE | 23. INTEGEE CODE | 24. HOSPITAL CODE | 25. DATE OF BIRTH | 26. DATE OF GRADE | 27. DATE OF LEI | | | |
| 22 | 10 | 61300 | TEW | 75013 | 1 | 10 16 17 | 01 20 63 | 01 20 63 | | | |
| 28. WFE EXPIRES | | 29. SPECIAL REFERENCE | | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | 33. SECURITY REG. NO. | 34. SEX | | |
| NO. DA YR | | REFERENCE | | TYPE | | TYPE | NO. DA YR | REG. NO. | | | |
| 35. VET. PREFERENCE | | 36. SERV. COMP. DCE'S | | 37. LONG. COMP. DATE | | 38. CAREER CATEGORY | 39. FEGI / HEALTH INSURANCE | 40. SOCIAL SECURITY NO. | | | |
| CODE | | 0 - NONE 1 - BPT 2 - TOPT | | NO. DA YR | | 0 - CAN 1 - PROV 2 - TEMP | 0 - WORKER 1 - YES | 0 - WORKER 1 - YES | | | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA | | 42. LEAVE CAT. CODE | | 43. FEDERAL TAX DATA | | 44. STATE TAX DATA | | | | | |
| CODE | | 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 MOS. 3 - BREAK IN SERVICE INCLING 3 MOS. | | FORM EXECUTED | | 0 - NO TAX EXEMPTIONS 1 - YES 2 - NO | | FORM EXECUTED | | 0 - NO TAX EXEMPT 1 - YES | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | | | | | |
| POSTED 02/21/63 | | | | | | | | | | | |

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 47-793 AND
DOI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS.
EFFECTIVE 14 OCTOBER 1962

| NAME | SERIAL | ORGN | FUNDS | OLD GR-ST | OLD SALARY | NEW GR-ST | NEW SALARY |
|------------|--------|-------|-------|--------------|---------------|--------------|---------------|
| VITALE GUY | 003620 | 61000 | | V 07 4 | \$ 5450 | 07 4 | \$ 6295 |

| | | | | | | | |
|--|------------|-----------------------|----------------|------------|------|----------|----------------|
| 1. Serial No. | 2. Name | 3. Cost Center Number | 4. LWOP Hours | | | | |
| 003620 | VITALE GUY | 61 000 V 2A | | | | | |
| 5. OLD SALARY RATE | | 6. NEW SALARY RATE | | | | | |
| Grade | Step | Salary | Last Eff. Date | Grade | Step | Salary | Effective Date |
| GS 07 | 3 | \$ 5,685 | 09/03/61 | GS 07 | 4 | \$ 5,850 | 09/02/62 |
| 7. TYPE ACTION | | | | | | | |
| | | PSI | LSI | ADJ | | | |
| 8. Remarks and Authentication | | | | | | | |
| <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD | | | | | | | |
| CLERKS INITIALS | | | | AUDITED BY | | | |
| PAY CHANGE NOTIFICATION | | | | | | | |

232-7020

JWK

SECRET
(When Filled In)

| 1. Serial No. | 2. Name | 3. Cost Center Number | 4. LWOP Hours | | | | | | | |
|---|------------|-----------------------|----------------|-------|------|----------|----------------|-----|-----|-----|
| 003620 | VITALE GUY | 1000/FF UV | | | | | | | | |
| 5. OLD SALARY RATE | | 6. NEW SALARY RATE | | | | | | | | |
| Grade | Step | Salary | Last Eff. Date | Grade | Step | Salary | Effective Date | PSI | LSI | ADJ |
| GS 07 | 2 | \$ 5,520 | 09/04/60 | 07 | 3 | \$ 5,685 | 09/03/61 | X | | |
| 8. Remarks and Authentication | | | | | | | | | | |
| <p><i>✓-000</i></p> <p><i>✓ NO EXCESS LWOP</i></p> <p><i>✓ / IN PAY STATUS AT END OF WAITING PERIOD</i></p> <p><i>✓ / IN LWOP STATUS AT END OF WAITING PERIOD</i></p> | | | | | | | | | | |
| PAY CHANGE NOTIFICATION | | | | | | | | | | |

Form 560 Obsolete Previous Edition

SECRET

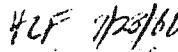
(4-61)

ABM: 20 MAR 62

SECRET
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | | | |
|--|---------------|-----------------------------|--|--|-----------|---------------------------------|----------------------------------|---------------------------|-------------------|-------------------------|-----------------|--|--|
| 1. SERIAL NUMBER | | 2. NAME (LAST-FIRST-MIDDLE) | | | | | | | | | | | |
| 003620 | | VITALE GUY | | | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | | | | | | | | | | | |
| REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS | | | | | | | | | | | | | |
| 4. EFFECTIVE DATE | | 5. CATEGORY OF EMPLOYMENT | | | | | | | | | | | |
| 03 18 62 | | REGULAR | | | | | | | | | | | |
| 6. FUNDS | | V TO V | V TO CF | 7. COST CENTER NO. CHARGEABLE | | 8. CSC OR OTHER LEGAL AUTHORITY | | | | | | | |
| X | | CF TO V | CF TO CF | 2235 1400 1000 | | 50 USC 403 J | | | | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | | | | | | | | | | | |
| DDP WH BRANCH 4 FI CI SEC | | | | | | | | | | | | | |
| 10. LOCATION OF OFFICIAL STATION | | | | | | | | | | | | | |
| WASH., D. C. | | | | | | | | | | | | | |
| 11. POSITION TITLE | | 12. POSITION NUMBER | | 13. CAREER SERVICE DESIGNATION | | | | | | | | | |
| INTELLIGENCE ASST | | 0685 | | D | | | | | | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, GS, GS) | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP | | 17. SALARY OR RATE | | | | | | | |
| GS | | 0301.28 | | 07 3 | | 5685 | | | | | | | |
| 18. REMARKS | | | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | | | |
| 19. ACTION, 20. EMPLOY. 21. OFFICE CODING | | 22. STATION | | 23. INTERVIEW | | 24. MARRIED | 25. DATE OF BIRTH | | 26. DATE OF GRADE | | 27. DATE OF LEI | | |
| CODE | Code | CODE | CODE | CODE | Code | NO. | DA | MM | NO. | DA | MM | | |
| 16 | 10 | 64450 | WH | 75013 | | 1 | 10 | 16 | 17 | | | | |
| 28. RTE EXPIRES | | 29. SPECIAL REFERENCE | | 30. RETIREMENT DATA | | 31. SEPARATION | 32. CORRECTION CANCELLATION DATA | | 33. SECURITY | | 34. SEX | | |
| NO. | DA | NO. | DA | CODE | DATA CODE | TYPE | NO. | DA | NO. | DA | | | |
| | | | | | | | | | | | | | |
| 35. VET. PREFERENCE | | 36. SERV. COMP. DATE | | 37. LONG. COMP. DATE | | 38. MIL. SERV. CREDIT (CD) | | 39. FEGL/HEALTH INSURANCE | | 40. SOCIAL SECURITY NO. | | | |
| CODE | NO. | DA | NO. | DA | TYPE | CODE | NO. | DA | NO. | DA | | | |
| 1. NONE | 2. 1-5 PT | 3. 6-10 PT | 4. 11-15 PT | 5. 16-20 PT | | 1. 100% | 2. 75% | 3. 50% | 4. 25% | 5. 0% | | | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA | | 42. LEAVE CAT. | | 43. FEDERAL TAX DATA | | 44. STATE TAX DATA | | | | | | | |
| CODE | CODE | CODE | CODE | CODE | CODE | CODE | CODE | CODE | CODE | CODE | | | |
| 1. NO PREVIOUS SERVICE | 2. NO SERVICE | 3. BREAK IN SERVICE | 4. BREAK IN SERVICE (LESS THAN 12 MOS) | 5. BREAK IN SERVICE (MORE THAN 12 MOS) | 1. 100% | 2. 75% | 3. 50% | 4. 25% | 5. 0% | 1. 100% | 2. 75% | | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | | | | | | | |

SECRET
(WHEN FILLED IN)

| | | | | | | | | | | | |
|--|------------|----------|--|--------------------|-------------------------|-----------------------|--------|----------------|----------------|-----|-----|
| 1. EMP. SERIAL NO. | 2. NAME | | | 3. ASSIGNED ORGAN. | 4. FUNDS | 5. ALLOTMENT | | | | | |
| 503620 | VITALE GUY | | | DDP/TF | UV | | | | | | |
| 6. OLD SALARY RATE | | | | 7. NEW SALARY RATE | | | | | | | |
| GRADE | STEP | SALARY | LAST EFFECTIVE DATE | | GRADE | STEP | SALARY | EFFECTIVE DATE | | | |
| | | | MO | DA. | | | | YR. | MO | DA. | YR. |
| GS 07 | 1 | \$ 4,990 | 09 | 06 | 59 | GS 07 | 2 | \$ 5,355 | 09 | 04 | 60 |
| TO BE COMPLETED BY THE OFFICE OF COMPTROLLER | | | | | | | | | | | |
| 8. CHECK ONE | | | <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP <small>IF EXCESS LWOP, CHECK FOLLOWING:</small> <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD | | 9. NUMBER OF HOURS LWOP | | | | | | |
| | | | | | | 10. INITIALS OF CLERK | | | 11. AUDITED BY | | |
| TO BE COMPLETED BY THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 12. TYPE OF ACTION | | | 13. REMARKS | | | | | | | | |
| <input type="checkbox"/> P.O.I. <input type="checkbox"/> L.D.I. <input type="checkbox"/> PAY ADJUSTMENT | | | | | | | | | | | |
| 14. AUTHENTICATION | | | | | | | | | | | |
|   | | | | | | | | | | | |
| 15. PAY CHANGE NOTIFICATION | | | | | | | | | | | |

FORM
5-68560 OBSOLETE PREVIOUS EDITION
REPLACES FORM 560a AND 560b.

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1960, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

| SD | NAME | SERIAL | ORGN | GR-ST | OLD SALARY | NEW SALARY |
|----|------------|--------|-------|---------|------------|------------|
| D | VITALE GUY | 503620 | 52 88 | GS-07 1 | \$ 4,990 | \$ 5,355 |

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When filled in)

ARE: 10 JUNE 1960

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | |
|----------------------------|-------------------------------|--|--|---------------------------------|-------------------------------|------------|--------------|-------------------------------|
| 1. Serial No. | 2. Name (Last-First-Middle) | | | 3. Date Of Birth | 4. Vet. Prof. | 5. Sex | 6. CS - EOD | |
| 503620 | VITALE GUY | | | Mo. 10 16 17 | None-0 5 Pt-1 10 Pt-2 | Code 1 M 1 | Mo. 09 13 49 | |
| 7. SCD | 8. CSC Retmt. | | | 9. CSC Or Other Legal Authority | 10. Apmt. Affidav. | 11. FEGLI | 12. LCD | 13. MIL. SERV. VBA |
| Mo. 10 Do. 24 Yr. 42 | Yes - 1 Code 1 No - 2 1 | | | 50 USCA 403 J | Mo. 10 16 17 Yes-1 No-2 | Code 09 | Mo. 09 13 49 | Yes - 1 Code 2 No - 2 2 |

PREVIOUS ASSIGNMENT

| | | | | | |
|---|-----------------------|----------------------------------|-------------------|-------------------|--------------------------|
| 14. Organizational Designations | Code | 15. Location Of Official Station | Station Code | | |
| DDP EE | | | | | |
| OPERATIONS STAFF RECORDS INTEGRATION SECTION | 5231 | | 29501 | | |
| 16. Dept. - Field | 17. Position Title | 18. Position No. | 19. Serv. | 20. Occup. Series | |
| Dept - 1 USMld - 3 Frgn - 5 | Code 5 INTELL ASST | 1809 | GS | 0301.28 | |
| 21. Grade & Step | 22. Salary Or Rate | 23. SD | 24. Date Of Grade | 25. PSI Due | 26. Appropriation Number |
| 07 1 | \$ 4980 | DS | Mo. 09 10 06 59 | Mo. 09 04 60 | 0139 9350 3018 |

ACTION

| | | | | | |
|----------------------|------|---------------|----------------------|------|---------------------|
| 27. Nature Of Action | Code | 28. Eff. Date | 29. Type Of Employee | Code | 30. Separation Date |
| REASSIGNMENT | 67 | Mo. 06 12 60 | REGULAR | 85 | |

PRESENT ASSIGNMENT

| | | | | | |
|---|------------------------|----------------------------------|-------------------|-------------------|--------------------------|
| 31. Organizational Designations | Code | 32. Location Of Official Station | Station Code | | |
| CS/CS DEVELOPMENT COMPLEMENT EE DIVISION | 5288 | WASH., D. C. | 75013 | | |
| 33. Dept. - Field | 34. Position Title | 35. Position No. | 36. Serv. | 37. Occup. Series | |
| Dept - 1 USMld - 3 Frgn - 5 | Code 1 INTELL ASST. | 061260 | GS | 0301.28 | |
| 38. Grade & Step | 39. Salary Or Rate | 40. SD | 41. Date Of Grade | 42. PSI Due | 43. Appropriation Number |
| 07 1 | \$ 4980 | D | Mo. 09 10 06 59 | Mo. 09 10 04 60 | 0320 1998 |

44. Remarks
CASUAL (PCS RETURNEE)

POSTED

16 JUN 1960

14-00000

Pre 1960 Notifications
of Personnel Action

SECRET
(When Filled In)

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | | | | | | | | | | | |
|---|--|--|--|-----------------------------------|---------------------------|-----------------|--|---------------------|--|-----------------------|---|-------------------|--|------------------------|--|
| | | | | 003620 | | | | | | | | | | | |
| SECTION A | | | | | | | | | | | | | | | |
| GENERAL | | | | | | | | | | | | | | | |
| 1. NAME Vitale, Guy | | (Last) (First) (Middle) | 2. DATE OF BIRTH 10/16/17 | 3. SEX M | 4. GRADE 08 | | | | | | | | | | |
| 6. OFFICIAL POSITION TITLE Intelligence Asst. | | 7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/COG | | 8. CURRENT STATION Hqs. | | | | | | | | | | | |
| 9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <small>CAREER-PROVISIONAL (See Instructions - Section C)</small> | | | 10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <small>SPECIAL (Specify):</small> | | | | | | | | | | | | |
| 11. DATE REPORT DUE IN Q.P. July 1968 | | | 12. REPORTING PERIOD (From - To) 1 July 67 - 30 June 68 | | | | | | | | | | | | |
| SECTION B | | | | | | | | | | | | | | | |
| PERFORMANCE EVALUATION | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td>W - Weak</td> <td>Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</td> </tr> <tr> <td>A - Adequate</td> <td>Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</td> </tr> <tr> <td>P - Proficient</td> <td>Performance is more than satisfactory. Desired results are being produced in a proficient manner.</td> </tr> <tr> <td>S - Strong</td> <td>Performance is characterized by exceptional proficiency.</td> </tr> <tr> <td>O - Outstanding</td> <td>Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</td> </tr> </table> | | | | | | W - Weak | Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. | A - Adequate | Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. | P - Proficient | Performance is more than satisfactory. Desired results are being produced in a proficient manner. | S - Strong | Performance is characterized by exceptional proficiency. | O - Outstanding | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. |
| W - Weak | Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. | | | | | | | | | | | | | | |
| A - Adequate | Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. | | | | | | | | | | | | | | |
| P - Proficient | Performance is more than satisfactory. Desired results are being produced in a proficient manner. | | | | | | | | | | | | | | |
| S - Strong | Performance is characterized by exceptional proficiency. | | | | | | | | | | | | | | |
| O - Outstanding | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. | | | | | | | | | | | | | | |
| SPECIFIC DUTIES | | | | | | | | | | | | | | | |
| <p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p> | | | | | | | | | | | | | | | |
| SPECIFIC DUTY NO. 1 Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program. | | | | | RATING LETTER P | | | | | | | | | | |
| SPECIFIC DUTY NO. 2 Assists personnel with machine name traces and other operational support assistance. | | | | | RATING LETTER P | | | | | | | | | | |
| SPECIFIC DUTY NO. 3 Preparation of biographic input sheets for machine processing into the Cuban IS program. | | | | | RATING LETTER P | | | | | | | | | | |
| SPECIFIC DUTY NO. 4 As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents. | | | | | RATING LETTER P | | | | | | | | | | |
| SPECIFIC DUTY NO. 5 | | | | | RATING LETTER | | | | | | | | | | |
| SPECIFIC DUTY NO. 6 <i>9 AUG 1968</i> | | | | | RATING LETTER | | | | | | | | | | |
| OVERALL PERFORMANCE IN CURRENT POSITION | | | | | | | | | | | | | | | |
| <p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> | | | | | RATING LETTER P | | | | | | | | | | |

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

AUG 6

Mr. Vitale since he was assigned to me initially on a part-time basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. The quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

| SECTION D | | CERTIFICATION AND COMMENTS | |
|---|--------------------------------------|---|--|
| 1. BY EMPLOYEE | | | |
| I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT | | | |
| DATE | SIGNATURE OF EMPLOYEE | | |
| 2/18/68 | <i>Dney Vitale</i> | | |
| 2. BY SUPERVISOR | | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | | | |
| 9 | | | |
| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE | |
| 18 July | | | |
| 3. BY REVIEWING OFFICIAL | | | |
| COMMENTS OF REVIEWING OFFICIAL | | | |
| I concur in the evaluation of this employee as presented above. | | | |
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE | |
| 13 July 1968 | C/WH/COG/05 | | |

SECRET

SECTION C/Continued

NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

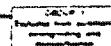
Robert J. Weatherwax
Robert J. Weatherwax

For Control

SECRET

(Open File No. 1)

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | |
|--|--|---------|----------------------------------|------------------------|-------------------------|
| | | | | 003620 | |
| SECTION A | | | | | |
| 1. NAME (Last) (First) (Middle) | | | GENERAL | | |
| VITALE Guy | | | 2. DATE OF BIRTH | 3. SEX | 4. GRADE |
| | | | 16 Oct 17 | M | GS-08 D |
| 6. OFFICIAL POSITION TITLE | | | 5. CURRENT STATION | | |
| Intell Asst | | | DDP/RH/COG Washington | | |
| 7. OFF. DIV. OR ASSIGNMENT | | | | | |
| 8. CHECK (X) TYPE OF APPOINTMENT | | | | | |
| CAREER | | RESERVE | TEMPORARY | INITIAL | REASSIGNMENT SUPERVISOR |
| CAREER-PROVISIONAL (See Instructions - Section C) | | | | X ANNUAL | REASSIGNMENT EMPLOYEE |
| SPECIAL (Specify): | | | | | |
| 11. DATE REPORT DUE IN O.P. | | | 12. REPORTING PERIOD (From - To) | | |
| | | | 1 July 1966 - 30 June 1967 | | |
| SECTION B PERFORMANCE EVALUATION | | | | | |
| <p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p> | | | | | |
| SPECIFIC DUTIES | | | | | |
| List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised). | | | | | |
| SPECIFIC DUTY NO. 1 | | | RATING LETTER | | |
| Maintains project and agent 201 files for the Branch's paramilitary program. | | | S | | |
| SPECIFIC DUTY NO. 2 | | | RATING LETTER | | |
| Locates and maintains material for use in briefings and in the conduct of liaison with other government agencies. | | | A | | |
| SPECIFIC DUTY NO. 3 | | | RATING LETTER | | |
| Aids in conducting name traces and in processing operational clearances. | | | P | | |
| SPECIFIC DUTY NO. 4 | | | RATING LETTER | | |
| As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents. | | | P | | |
| SPECIFIC DUTY NO. 5 | | | RATING LETTER | | |
| Assists in conduct of input to Cuban I.S. Machine Records Program. | | | P | | |
| SPECIFIC DUTY NO. 6 | | | RATING LETTER | | |
| 31 AUG 1967 | | | | | |
| OVERALL PERFORMANCE IN CURRENT POSITION | | | | | |
| <p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> | | | | | |
| | | | RATING LETTER | | |
| | | | P | | |



SECRET

(ERBAN Filled In)

NARRATIVE COMMENTS

SECTION C

Indicate significant strengths or weaknesses demonstrated in current position, keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

HUG JI

9-26 AH '67

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

SECTION D

CERTIFICATION AND COMMENTS

BY EMPLOYEE

1.

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

25 Aug '67

SIGNATURE OF EMPLOYEE

Guy Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

12

DATE

25 August 1967

OFFICIAL TITLE OF SUPERVISOR

Section Chief,
PM Operations

TYPED OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

DATE

28 AUG 1967

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/COG/MO

TYPED OR PRINTED NAME AND SIGNATURE

Robert A. Ortman

SECRET

SECRET

(When Filled In)

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | | | | | | | | | | | |
|---|--|---------------------------------------|--|------------------------|------------------------|-----------------|--|---------------------|--|-----------------------|---|-------------------|--|------------------------|--|
| SECTION A | | | | GENERAL | | | | | | | | | | | |
| 1. NAME (Last) VITALE | | (First) Guy | | (Middle) | | | | | | | | | | | |
| 2. OFFICIAL POSITION TITLE Intelligence Analyst | | 3. DATE OF BIRTH 16 Oct 17 | | 4. SEX M | 5. GRADE GS-08 | | | | | | | | | | |
| 6. OFFP/ DIV/ BR OF ASSIGNMENT DDP/WH/C | | 7. CURRENT STATION Wash., D.C. | | 8. SD D | | | | | | | | | | | |
| 9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify): | | | 10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): 11. DATE REPORT DUE IN O.P. 1 July 1965 - 30 June 1966 | | | | | | | | | | | | |
| 12. REPORTING PERIOD (From - to) | | | | | | | | | | | | | | | |
| SECTION B PERFORMANCE EVALUATION | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td>W - Weak</td> <td>Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</td> </tr> <tr> <td>A - Adequate</td> <td>Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</td> </tr> <tr> <td>P - Proficient</td> <td>Performance is more than satisfactory. Desired results are being produced in a proficient manner.</td> </tr> <tr> <td>S - Strong</td> <td>Performance is characterized by exceptional proficiency.</td> </tr> <tr> <td>O - Outstanding</td> <td>Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</td> </tr> </table> | | | | | | W - Weak | Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. | A - Adequate | Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. | P - Proficient | Performance is more than satisfactory. Desired results are being produced in a proficient manner. | S - Strong | Performance is characterized by exceptional proficiency. | O - Outstanding | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. |
| W - Weak | Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. | | | | | | | | | | | | | | |
| A - Adequate | Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. | | | | | | | | | | | | | | |
| P - Proficient | Performance is more than satisfactory. Desired results are being produced in a proficient manner. | | | | | | | | | | | | | | |
| S - Strong | Performance is characterized by exceptional proficiency. | | | | | | | | | | | | | | |
| O - Outstanding | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. | | | | | | | | | | | | | | |
| SPECIFIC DUTIES | | | | | | | | | | | | | | | |
| List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised). | | | | | | | | | | | | | | | |
| SPECIFIC DUTY NO. 1 Maintains project and agent 201 files for an extensive paramilitary program. | | | | | RATING LETTER S | | | | | | | | | | |
| SPECIFIC DUTY NO. 2 Locates and maintains material for use in briefings and the conduct of liaison with other government agencies. | | | | | RATING LETTER P | | | | | | | | | | |
| SPECIFIC DUTY NO. 3 Aids in conducting name traces and processing clearances. | | | | | RATING LETTER P | | | | | | | | | | |
| SPECIFIC DUTY NO. 4 As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents. P | | | | | RATING LETTER | | | | | | | | | | |
| SPECIFIC DUTY NO. 5 | | | | | RATING LETTER | | | | | | | | | | |
| SPECIFIC DUTY NO. 6 | | | | | RATING LETTER | | | | | | | | | | |
| OVERALL PERFORMANCE IN CURRENT POSITION | | | | | | | | | | | | | | | |
| Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. | | | | | RATING LETTER P | | | | | | | | | | |
| 29 JUL 1966 | | | | | | | | | | | | | | | |

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

JUL 26 4 07 PM '66

Mr. Vitale's principal qualification is his background knowledge of the operational history of Cuban paramilitary operations. This has afforded the branch considerable continuity. He is a very willing worker who gets along well with fellow employees. His knowledge of and experience in handling records and locating material makes him valuable in headquarters support of WH/Cuba paramilitary case officers - a task he performs in a loyal and dependable manner.

SECTION D

CERTIFICATION AND COMMENTS

| | | | |
|---|--|---|---|
| 1. | | BY EMPLOYEE | |
| DATE 11 July 1966 | | SIGNATURE OF EMPLOYEE <i>Guy Vitale</i> | |
| I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT | | | |
| 2. | | BY SUPERVISOR | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 10 months | | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION | |
| DATE | | OFFICIAL TITLE OF SUPERVISOR C/WH/C/MO/PM | NAME AND SIGNATURE <i>Robert A. Ortman</i> |
| 3. BY REVIEWING OFFICIAL | | | |
| COMMENTS OF REVIEWING OFFICIAL | | | |
| <p>I have had opportunity to observe subject's performance closely for nine months and while I generally concur in his supervisor's ratings of the duties as listed, it should be noted that these same duties could be performed equally well by a more junior Intel Clerk or Intel Assistant and, therefore, the overall rating as a GS-8 Intel Assistant does not accurately reflect his capability. In my opinion it would be very difficult, if not impossible, for subject to perform competitively with other Intel Assistants at a GS-8 level, and I recommend his position title be changed to Ops Support Assistant, a role in which he performs capably.</p> | | | |
| DATE 25 July 1966 | | OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/C/MO | TYPE OR PRINTED NAME AND SIGNATURE <i>Robert A. Ortman</i> |

SECRET

SECRET

(When Filled In)

| FITNESS REPORT | | | | | EMPLOYEE SERIAL NUMBER |
|---|--|--|---|--|---|
| GENERAL | | | | | |
| 1. NAME VITALE, Guy | | | 2. DATE OF BIRTH 16 Oct 17 | 3. SEX M | 4. GRADE GS-08 |
| 5. OFFICIAL POSITION/TITLE Ops Officer | | | 6. OFF/Div/Bn of Assignment DDP/WH/C | 7. CURRENT STATION Washington D.C. | |
| 8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify): | | | 9. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): 10. REPORTING PERIOD (From - to) 1 July 64 - 30 June 65 | | |
| SECTION B PERFORMANCE EVALUATION | | | | | |
| <p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p> | | | | | |
| SPECIFIC DUTIES | | | | | |
| List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised). | | | | | |
| SPECIFIC DUTY NO. 1 | Processes name traces and clearances; traces and maintains agent 201 files. | | | | RATING LETTER O |
| SPECIFIC DUTY NO. 2 | Conducts research for preparation of reports and plans. | | | | RATING LETTER S |
| SPECIFIC DUTY NO. 3 | Maintains office files on a complex project. | | | | RATING LETTER S |
| SPECIFIC DUTY NO. 4 | Prepares cable or dispatch replies to name trace requests. | | | | RATING LETTER P |
| SPECIFIC DUTY NO. 5 | Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents. | | | | RATING LETTER P |
| SPECIFIC DUTY NO. 6 | | | | | RATING LETTER |
| OVERALL PERFORMANCE IN CURRENT POSITION | | | | | |
| Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. | | | | | |
| 22 JUL 1965 | | | | | |
| FORM 45 OBSOLETE PREVIOUS EDITIONS | | | | SECRET | <div style="border: 1px solid black; padding: 2px; display: inline-block;">SECRET Indicates that an employee is being demoted and/or demoted.</div> |

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

WLC 12 copy set

Mr. Vitale's longevity on the project makes his services increasingly valuable. This is particular true in briefing and orienting new officers. He continues to do an exceptional job in assisting his office on a most complex project where ~~so~~ many of his colleagues have transferred primarily because of the many demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. Although Mr. Vitale has no supervisory responsibilities and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity. Because Mr. Vitale's job and performance have remained almost exactly the same as during the previous year, this fitness report is also very similar.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE
13 July 65

SIGNATURE OF EMPLOYEE

Derry Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

46 months

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

13 July 1965

OFFICIAL TITLE OF SUPERVISOR

C/WH/C/MO/PM

TYPED OR PRINTED NAME AND SIGNATURE

Calvin Hicks

Calvin Hicks

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The reviewing official does not use the same rating scale as the supervisor; therefore, would rate subject one letter lower in the first three duties and P in the overall performance. Subject is conscientious, pleasant and has an excellent "stay-on-the-job" approach.

DATE

20 July 1965

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/C/MO

TYPED OR PRINTED NAME AND SIGNATURE

Walter T. Cini

SECRET

SECRET
(When Filled In)

| FITNESS REPORT | | | | | EMPLOYEE SERIAL NUMBER 49300 00 0000 | |
|--|--|--|--|---|---|-------------------------------|
| SECTION A | | | | | | |
| 1. NAME VITALE (Last) (First) (Middle) Guy | | | 2. DATE OF BIRTH 16 Oct 17 | 3. SEX M | 4. GRADE GS-08 | 5. SD D |
| 6. OFFICIAL POSITION TITLE Ops Officer | | | 7. OFF/DIV/BR OF ASSIGNMENT DDP/SAS | 8. CURRENT STATION Washington, D.C. | | |
| 9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify): | | | 10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): | | | |
| 11. DATE REPORT DUE IN O.P. 31 July 1964 | | | 12. REPORTING PERIOD (From - To) 1 July 1963 - 30 June 1964 | | | |
| SECTION B PERFORMANCE EVALUATION | | | | | | |
| <p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p> | | | | | | |
| SPECIFIC DUTIES | | | | | | |
| <p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p> | | | | | | |
| SPECIFIC DUTY NO. 1 Processes name traces and clearances; traces and maintains agent 201 files. | | | | | | RATING LETTER O |
| SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans. | | | | | | RATING LETTER S |
| SPECIFIC DUTY NO. 3 Maintains office files on a complex project. | | | | | | RATING LETTER S |
| SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests. | | | | | | RATING LETTER P |
| SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents. | | | | | | RATING LETTER P |
| SPECIFIC DUTY NO. 6 | | | | | | RATING LETTER |
| OVERALL PERFORMANCE IN CURRENT POSITION | | | | | | |
| <p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p>14 AUG 1964</p> | | | | | | RATING LETTER S |

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

MAIL ROOM

Mr. Vitale continues to do an exceptional job in assisting his office on a most complex project. His longevity on the project, coupled with his continued objectivity, makes his services increasingly valuable. This is in contrast to many of his colleagues who have transferred because of the many extreme demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. In addition, and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity.

SECTION D

CERTIFICATION AND COMMENTS

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE
July 23, 64SIGNATURE OF EMPLOYEE
George Vitale2. BY SUPERVISORMONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

34 months

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

15 July 1964

OFFICIAL TITLE OF SUPERVISOR

C/WH/SA/MOB/PM

TYPED OR PRINTED NAME AND SIGNATURE

Calvin W. Hicks

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Undersigned concurs in the ratings of the specific duties and performance in current position of Mr. Vitale. Mr. Vitale has been concerned with the Cuban effort for several years and his personal knowledge of past events is extremely helpful.

DATE

28 July 1964

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/SA/MOB

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

SECRET

(When Filled In)

| FITNESS REPORT | | | | | EMPLOYEE SERIAL NUMBER 003620 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|-------------------------|-------------------|----------------------------------|------------------------|---------------|---|------------------------------|---|-----------------------|---|--|---|--|---|---|---------------------|--|--|---|---------------------|---------------|--|---|--|---------------|--|--|------------|--|--|--|--|--|-----------------|--|--|--|--|--|
| SECTION A <table border="1"> <thead> <tr> <th colspan="3">GENERAL</th> </tr> <tr> <td>1. NAME VITALE Guy</td> <td>2. DATE OF BIRTH 16 Oct. 1917</td> <td>3. SEX Male</td> <td>4. GRADE GS-8</td> <td>5. SD D</td> </tr> </thead> <tbody> <tr> <td>6. OFFICIAL POSITION TITLE Ops. Officer</td> <td>7. OFF/DIV/BR OF ASSIGNMENT DDP/S.A. S</td> <td colspan="3">8. CURRENT STATION Washington, D.C.</td> </tr> <tr> <td colspan="2">9. CHECK (X) TYPE OF APPOINTMENT <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)</td> <td colspan="3">10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL SPECIAL (Specify): 31 July 1963</td> </tr> <tr> <td colspan="2">11. DATE REPORT DUE IN O.P. 31 July 1963</td> <td colspan="3">12. REPORTING PERIOD (From to) 1 July 1962 to 30 June 1963</td> </tr> </tbody> </table> | | | | | | GENERAL | | | 1. NAME VITALE Guy | 2. DATE OF BIRTH 16 Oct. 1917 | 3. SEX Male | 4. GRADE GS-8 | 5. SD D | 6. OFFICIAL POSITION TITLE Ops. Officer | 7. OFF/DIV/BR OF ASSIGNMENT DDP/S.A. S | 8. CURRENT STATION Washington, D.C. | | | 9. CHECK (X) TYPE OF APPOINTMENT <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) | | 10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL SPECIAL (Specify): 31 July 1963 | | | 11. DATE REPORT DUE IN O.P. 31 July 1963 | | 12. REPORTING PERIOD (From to) 1 July 1962 to 30 June 1963 | | | | | | | | | | | | | | | |
| GENERAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. NAME VITALE Guy | 2. DATE OF BIRTH 16 Oct. 1917 | 3. SEX Male | 4. GRADE GS-8 | 5. SD D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. OFFICIAL POSITION TITLE Ops. Officer | 7. OFF/DIV/BR OF ASSIGNMENT DDP/S.A. S | 8. CURRENT STATION Washington, D.C. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. CHECK (X) TYPE OF APPOINTMENT <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) | | 10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL SPECIAL (Specify): 31 July 1963 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. DATE REPORT DUE IN O.P. 31 July 1963 | | 12. REPORTING PERIOD (From to) 1 July 1962 to 30 June 1963 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SECTION B <table border="1"> <thead> <tr> <th colspan="6">PERFORMANCE EVALUATION</th> </tr> </thead> <tbody> <tr> <td>W - Weak</td> <td colspan="5">Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</td> </tr> <tr> <td>A - Adequate</td> <td colspan="5">Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</td> </tr> <tr> <td>P - Proficient</td> <td colspan="5">Performance is more than satisfactory. Desired results are being produced in a proficient manner.</td> </tr> <tr> <td>S - Strong</td> <td colspan="5">Performance is characterized by exceptional proficiency.</td> </tr> <tr> <td>O - Outstanding</td> <td colspan="5">Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</td> </tr> </tbody> </table> | | | | | | PERFORMANCE EVALUATION | | | | | | W - Weak | Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. | | | | | A - Adequate | Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. | | | | | P - Proficient | Performance is more than satisfactory. Desired results are being produced in a proficient manner. | | | | | S - Strong | Performance is characterized by exceptional proficiency. | | | | | O - Outstanding | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. | | | | |
| PERFORMANCE EVALUATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| W - Weak | Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A - Adequate | Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P - Proficient | Performance is more than satisfactory. Desired results are being produced in a proficient manner. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S - Strong | Performance is characterized by exceptional proficiency. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| O - Outstanding | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIFIC DUTIES <p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p> <table border="1"> <thead> <tr> <th>SPECIFIC DUTY NO. 1</th> <th>RATING LETTER</th> </tr> </thead> <tbody> <tr> <td>Processes name traces and clearances. Traces and maintains agent 201 files.</td> <td>S/O</td> </tr> <tr> <th>SPECIFIC DUTY NO. 2</th> <th>RATING LETTER</th> </tr> <tr> <td>Conducts research for preparation of reports and plans.</td> <td>S</td> </tr> <tr> <th>SPECIFIC DUTY NO. 3</th> <th>RATING LETTER</th> </tr> <tr> <td>Maintains office files on a complex project.</td> <td>S</td> </tr> <tr> <th>SPECIFIC DUTY NO. 4</th> <th>RATING LETTER</th> </tr> <tr> <td>Prepares cable or dispatch replies to name trace requests.</td> <td>P</td> </tr> <tr> <th>SPECIFIC DUTY NO. 5</th> <th>RATING LETTER</th> </tr> <tr> <td>Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.</td> <td>P</td> </tr> <tr> <th>SPECIFIC DUTY NO. 6</th> <th>RATING LETTER</th> </tr> </tbody> </table> | | | | | | SPECIFIC DUTY NO. 1 | RATING LETTER | Processes name traces and clearances. Traces and maintains agent 201 files. | S/O | SPECIFIC DUTY NO. 2 | RATING LETTER | Conducts research for preparation of reports and plans. | S | SPECIFIC DUTY NO. 3 | RATING LETTER | Maintains office files on a complex project. | S | SPECIFIC DUTY NO. 4 | RATING LETTER | Prepares cable or dispatch replies to name trace requests. | P | SPECIFIC DUTY NO. 5 | RATING LETTER | Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents. | P | SPECIFIC DUTY NO. 6 | RATING LETTER | | | | | | | | | | | | | | |
| SPECIFIC DUTY NO. 1 | RATING LETTER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Processes name traces and clearances. Traces and maintains agent 201 files. | S/O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIFIC DUTY NO. 2 | RATING LETTER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conducts research for preparation of reports and plans. | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIFIC DUTY NO. 3 | RATING LETTER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maintains office files on a complex project. | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIFIC DUTY NO. 4 | RATING LETTER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepares cable or dispatch replies to name trace requests. | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIFIC DUTY NO. 5 | RATING LETTER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents. | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIFIC DUTY NO. 6 | RATING LETTER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OVERALL PERFORMANCE IN CURRENT POSITION <p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p>9 AUG 1963</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FORM 45 OBSOLETE PREVIOUS EDITIONS, 4-62 | | | | | SECRET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | SECRET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | SECRET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

SECRET

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. ~~Also~~ ~~for~~ ~~other~~ ~~recommendations~~ given in Section B to provide best basis for determining future personnel action. ~~Manner of performance of manager of supervisory duties must be described, if applicable.~~

MAIL ROOM

Subject continues to do an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources.

During the past year subject has continued to be a most cooperative, loyal and willing worker on a project that due to its nature is more frustrating, and demands more with less apparent return than most projects. As on his previous fitness report, I have rated him very ~~as~~ high, primarily due to the fact that ~~he's nature~~ and many years experience with the Agency have made him of much more immediate value than most of his colleagues in the GS 7-9 level. Consequently, although he has made GS-8 within the past year, I feel he is still undergraded and should be promoted to GS-9 at the earliest opportunity.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

2.

June 13, 63 Guy Vitale

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

22 mths.

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

12 June 63

DC/SAS/MOB/EM

Calvin W. Hicks

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

While not wishing to detract from the value of subject's duties or from the manner in which he performs them, I do have strong doubts as to whether the nature of his duties warrant promotion to GS-9 even if they were performed in an outstanding manner. During the next year additional duties of a more demanding nature will be placed on subject and I will want to weigh his performance under those circumstances before recommending promotion.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

6/13/63

C/SAS/MOB/EM

Charles W. Matt

SECRET

SECRET
(When Filled In)

| FITNESS REPORT | | | | | EMPLOYEE SERIAL NUMBER 003620 | |
|--|--|--|---|-----------------------------|----------------------------------|-----------------------------|
| SECTION A | | | | | | |
| 1. NAME VITALE Guy | | | 2. DATE OF BIRTH 16 Oct. 1917 | 3. SEX M | 4. GRADE GS-7 | |
| 5. OFFICIAL POSITION TITLE Intell. Asst. | | | 6. CURRENT STATION DDF/TF4/Pt. Wash., D.C. | 7. OFF/DIV/BR OF ASSIGNMENT | | |
| 9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) | | | 10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): REASSIGNMENT SUPERVISOR | | | |
| 11. DATE REPORT DUE IN O.P. 31 July 1962 | | | 12. REPORTING PERIOD (From- To) 1 Sept. 1961 to 30 June 1962 | | | |
| SECTION B | | | | | | |
| PERFORMANCE EVALUATION | | | | | | |
| W - <u>Weak</u> | Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. | | | | | |
| A - <u>Adequate</u> | Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. | | | | | |
| P - <u>Proficient</u> | Performance is more than satisfactory. Desired results are being produced in a proficient manner. | | | | | |
| S - <u>Strong</u> | Performance is characterized by exceptional proficiency. | | | | | |
| O - <u>Outstanding</u> | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. | | | | | |
| SPECIFIC DUTIES | | | | | | |
| List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised). | | | | | | |
| SPECIFIC DUTY NO. 1 | Processes name traces and clearances - Traces and maintains agent 201 files. | | | | | RATING LETTER B/O |
| SPECIFIC DUTY NO. 2 | Conducts research for preparation of reports and plans. | | | | | RATING LETTER S |
| SPECIFIC DUTY NO. 3 | Maintains office files on a complex project. | | | | | RATING LETTER S |
| SPECIFIC DUTY NO. 4 | Prepares cable or dispatch replies to name trace requests. | | | | | RATING LETTER A |
| SPECIFIC DUTY NO. 5 | Records Officer - Insures compliance with CS Records, Directives and authorizes destruction of CS documents. | | | | | RATING LETTER A |
| SPECIFIC DUTY NO. 6 | | | | | | RATING LETTER |
| OVERALL PERFORMANCE IN CURRENT POSITION | | | | | | RATING LETTER S |
| Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. | | | | | | RATING LETTER |

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign-language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject has done an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources concerned.

He at all times has been a most cooperative, loyal and willing worker with good security habits. Although, he does not have the ambition or drive to get to the top of the ladder that many younger officers may have (not everybody can or wants to be Chief, but can still be one of the best Indians in the business), his great store of general knowledge and many years of agency experience have made him of much more immediate value than most of his colleagues in the GS-7-9 level, and it is because of this that he has received such a high rating. Consequently, it is recommended that Mr. Vitale be promoted to the next higher grade at the earliest opportunity.

SECTION D

CERTIFICATION AND COMMENTS

BY EMPLOYEE

1.

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

Aug 21, 1962

Guy Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

10 MONTHS

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

21 August 1962

TFW/PM/OPS

C. W. HICKS

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

21 August 1962

DC/TFW/PM

C. W. MATT

SECRET

SECRET
(When Filled In)Approved by
EMPLOYEE SERIAL NUMBER
TSR

FITNESS REPORT

| GENERAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|--|---|--|--|---|---|---|---|--|-----------------|---------------------|--|------------|--|--|---------------------|-------------------|---|------------------|--------------|--|--|---|-------------|---|--|--------------|-------------------------------------|--------------------------|--|--|--|---|--|--|--|--|---|-------------------------------------|--|--|--|---|--|--|--|--|---|--------------------|--|--|--|---|--------------------|--|--|--|---|----------------|--|--|--|---|---|--|--|--|---|------------------|--|--|--|--|
| 1. NAME (Last) <i>John</i> | (First) <i>John</i> | (Middle) <i>John</i> | 2. DATE OF BIRTH <i>16 Oct. 1937</i> | 3. SEX <i>M</i> | 4. GRADE <i>SGM</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. SERVICE DESIGNATION <i>SGM</i> | 6. OFFICIAL POSITION TITLE <i>SGM</i> | | | 7. OFF/DIV/BR OF ASSIGNMENT <i>SGM</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. CAREER STAFF STATUS | | | 9. TYPE OF REPORT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOT ELIGIBLE <i>PENDING</i> | MEMBER <i>DECLINED</i> | DEFERRED <i>DENIED</i> | INITIAL <i>ANNUAL</i> | REASSIGNMENT/SUPERVISOR REASSIGNMENT/EMPLOYEE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. DATE REPORT DUE IN O.P. <i>From 31 AUG-67 To</i> | | 11. REPORTING PERIOD <i>31 AUG-67</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p> <table border="1"> <thead> <tr> <th>1 - Unsatisfactory</th> <th>2 - Barely adequate</th> <th>3 - Acceptable</th> <th>4 - Competent</th> <th>5 - Excellent</th> <th>6 - Superior</th> <th>7 - Outstanding</th> </tr> </thead> <tbody> <tr> <td colspan="2">SPECIFIC DUTY NO. 1</td> <td>RATING NO.</td> <td colspan="4">SPECIFIC DUTY NO. 1 Research Work Required in the preparation of Reports.</td> </tr> <tr> <td colspan="2">SPECIFIC DUTY NO. 2 Assistant to C/O (leg man)</td> <td>RATING NO. 5</td> <td colspan="4">SPECIFIC DUTY NO. 2 Maintenance of Office Files</td> </tr> <tr> <td colspan="2">SPECIFIC DUTY NO. 3 Safehouse Keeper</td> <td>RATING NO. 7</td> <td colspan="4">SPECIFIC DUTY NO. 3 Intel Ass't.</td> </tr> </tbody> </table> | | | | | | 1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding | SPECIFIC DUTY NO. 1 | | RATING NO. | SPECIFIC DUTY NO. 1 Research Work Required in the preparation of Reports. | | | | SPECIFIC DUTY NO. 2 Assistant to C/O (leg man) | | RATING NO. 5 | SPECIFIC DUTY NO. 2 Maintenance of Office Files | | | | SPECIFIC DUTY NO. 3 Safehouse Keeper | | RATING NO. 7 | SPECIFIC DUTY NO. 3 Intel Ass't. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIFIC DUTY NO. 1 | | RATING NO. | SPECIFIC DUTY NO. 1 Research Work Required in the preparation of Reports. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIFIC DUTY NO. 2 Assistant to C/O (leg man) | | RATING NO. 5 | SPECIFIC DUTY NO. 2 Maintenance of Office Files | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPECIFIC DUTY NO. 3 Safehouse Keeper | | RATING NO. 7 | SPECIFIC DUTY NO. 3 Intel Ass't. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.</p> <table border="1"> <tbody> <tr> <td>1 - Performance in many important respects fails to meet requirements.</td> <td>2 - Performance meets most requirements but is deficient in one or more important respects.</td> <td>3 - Performance clearly meets basic requirements.</td> <td>4 - Performance clearly exceeds basic requirements.</td> <td>5 - Performance in every important respect is superior.</td> <td>6 - Performance in every respect is outstanding.</td> <td>RATING NO. 5</td> </tr> </tbody> </table> | | | | | | 1 - Performance in many important respects fails to meet requirements. | 2 - Performance meets most requirements but is deficient in one or more important respects. | 3 - Performance clearly meets basic requirements. | 4 - Performance clearly exceeds basic requirements. | 5 - Performance in every important respect is superior. | 6 - Performance in every respect is outstanding. | RATING NO. 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 - Performance in many important respects fails to meet requirements. | 2 - Performance meets most requirements but is deficient in one or more important respects. | 3 - Performance clearly meets basic requirements. | 4 - Performance clearly exceeds basic requirements. | 5 - Performance in every important respect is superior. | 6 - Performance in every respect is outstanding. | RATING NO. 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. DESCRIPTION OF THE EMPLOYEE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.</p> <table border="1"> <thead> <tr> <th>1 - Least possible degree</th> <th>2 - Limited degree</th> <th>3 - Normal degree</th> <th>4 - Above average degree</th> <th>5 - Outstanding degree</th> </tr> <tr> <th colspan="4">CHARACTERISTICS</th> <th>RATING</th> </tr> <tr> <th></th> <th></th> <th>NOT APPLI- CABLE</th> <th>NOT OBS- ERVED</th> <th>1 2 3 4 5</th> </tr> </thead> <tbody> <tr> <td>GETS THINGS DONE</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>RESOURCEFUL</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>ACCEPTS RESPONSIBILITIES</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>DOES HIS JOB WITHOUT STRONG SUPPORT</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>FACILITATES SMOOTH OPERATION OF HIS OFFICE</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>WRITES EFFECTIVELY</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>SECURITY CONSCIOUS</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>THINKS CLEARLY</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>OTHER (Specify):</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | | | 1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree | CHARACTERISTICS | | | | RATING | | | NOT APPLI- CABLE | NOT OBS- ERVED | 1 2 3 4 5 | GETS THINGS DONE | | | | X | RESOURCEFUL | | | | X | ACCEPTS RESPONSIBILITIES | | | | X | CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | | | | X | DOES HIS JOB WITHOUT STRONG SUPPORT | | | | X | FACILITATES SMOOTH OPERATION OF HIS OFFICE | | | | X | WRITES EFFECTIVELY | | | | X | SECURITY CONSCIOUS | | | | X | THINKS CLEARLY | | | | X | DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS | | | | X | OTHER (Specify): | | | | |
| 1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHARACTERISTICS | | | | RATING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | NOT APPLI- CABLE | NOT OBS- ERVED | 1 2 3 4 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GETS THINGS DONE | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RESOURCEFUL | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACCEPTS RESPONSIBILITIES | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOES HIS JOB WITHOUT STRONG SUPPORT | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FACILITATES SMOOTH OPERATION OF HIS OFFICE | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WRITES EFFECTIVELY | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SECURITY CONSCIOUS | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| THINKS CLEARLY | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTHER (Specify): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SEE SECTION "E" ON REVERSE SIDE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTION B, C, and D, to provide the best basis for determining future personnel actions.

Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability to function as an agent handler is extremely commendable. Subject is able to communicate equally well with "high or low level agents." He further demonstrated his usefulness in the preparation of research papers and the maintenance of files. Supervisor feels that Subject's productivity and effectiveness is dependent on whether he is in a position that he personally likes (It should be noted that Subject is 44 yrs old).

Subject has demonstrated that he can assume greater responsibilities. (During the period covered he travelled to Puerto Rico and New Orleans on assignments not under control of the Supervisor).

| SECTION F CERTIFICATION AND COMMENTS | | |
|--|--|--|
| 1. BY EMPLOYEE | | |
| I certify that I have seen Sections A, B, C, D and E of this Report. | | |
| DATE 28 Feb. 62 | SIGNATURE OF EMPLOYEE Henry Vitale | |
| 2. BY SUPERVISOR | | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 9 months | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION Employee of fed | |
| IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. | | |
| EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS | | REPORT MADE WITHIN LAST 90 DAYS |
| OTHER (Specify): | | |
| DATE 12 Feb 62 | OFFICIAL TITLE OF SUPERVISOR C/0 | TYPED OR PRINTED NAME AND SIGNATURE Thomas G. Cline THOMAS G. CLINES |
| 3. BY REVIEWING OFFICIAL | | |
| <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input checked="" type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE. | | |
| COMMENTS OF REVIEWING OFFICIAL Subject was assigned activities for which reviewing official was responsible for a period of two months. | | |
| DATE 13 Feb. 62 | OFFICIAL TITLE OF REVIEWING OFFICIAL FBI Director 6/6 W. T. C. | TYPED OR PRINTED NAME AND SIGNATURE [Blank] |

SECRET

SECRET
(When Filled In)

| FITNESS REPORT | | | HOCEP M-10 C-02 | EMPLOYEE SERIAL NUMBER | | |
|--|---|---|--------------------------|---|--------------|------------------------|
| SECTION A | | | GENERAL | | | |
| 1. NAME VITALE Guy | 2. DATE OF BIRTH 10/16/17 | 3. SEX M | 4. GRADE GS-7 | 7. OFF/DIV/RR OF ASSIGNMENT EE/Germany (casual) | | |
| 5. SERVICE DESIGNATION DS | 6. OFFICIAL POSITION TITLE Intelligence Assistant | 8. CAREER STAFF STATUS | | | | |
| <input type="checkbox"/> NOT ELIGIBLE | <input checked="" type="checkbox"/> MEMBER | <input type="checkbox"/> DEFERRED | 9. INITIAL | TYPE OF REPORT | | |
| <input type="checkbox"/> PENDING | <input checked="" type="checkbox"/> DECLINED | <input type="checkbox"/> DENIED | ANNUAL | <input checked="" type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYEE | | |
| 10. DATE REPORT DUE IN O.P. | | 11. REPORTING PERIOD From 1 May 60 - 15 Nov 60 | | SPECIAL (Specify) | | |
| SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES | | | | | | |
| List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised). | | | | | | |
| 1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | |
| SPECIFIC DUTY NO. 1 Process name traces | | RATING NO. 3 | SPECIFIC DUTY NO. 4 | | | RATING NO. |
| SPECIFIC DUTY NO. 2 Process POA's. | | RATING NO. 4 | SPECIFIC DUTY NO. 5 | | | RATING NO. |
| SPECIFIC DUTY NO. 3 | | RATING NO. | SPECIFIC DUTY NO. 6 | | | RATING NO. |
| SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION | | | | | | |
| Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance. | | | | | | |
| 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. | | | | | | RATING NO. 3 |
| SECTION D DESCRIPTION OF THE EMPLOYEE | | | | | | |
| In the rating boxes below, check (X) the degree to which each characteristic applies to the employee | | | | | | |
| 1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree | | |
| CHARACTERISTICS | | | | NOT APPL-CABLE | NOT OBSERVED | RATING |
| GETS THINGS DONE | | | | | | X |
| RESOURCEFUL | | | | | | X |
| ACCEPTS RESPONSIBILITIES | | | | | | X |
| CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | | | | | | X |
| DOES HIS JOB WITHOUT STRONG SUPPORT | | | | | | X |
| FACILITATES SMOOTH OPERATION OF HIS OFFICE | | | | | | X |
| WRITES EFFECTIVELY | | | | | | X |
| SECURITY CONSCIOUS | | | | | | X |
| THINKS CLEARLY | | | | | | X |
| DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS | | | | | | X |
| OTHER (Specify): | | | | | | X |
| SEE SECTION "E" ON REVERSE SIDE | | | | | | |

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Mr. Vitale was assigned to the S&T Section of the Germany Branch on a casual basis from 1 May to 15 November 1960. His duties consisted entirely of processing name traces and POA's. Although he had little experience in this type of work, he performed his duties in a thoroughly satisfactory manner. He was always polite to his fellow employees and did his best to contribute to the smooth operation of the section.

SECTION F

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

6 1/2

Already reassigned prior to preparation of this fitness report.

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TY

RE

21 Nov 60

C/EE/G/S&T

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

See attached sheet.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

23 Nov 60

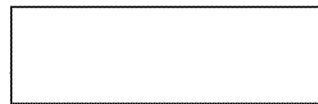
C/EE/Germany

SECRET

14-00000

Section 3. Comments of Reviewing Official:

This employee had no qualifications for assignment in the German desk or German operational field. He was carried in the German Branch in a casual status while an assignment suitable to his talents was being located. The fitness report for the period of his duty with the German Branch is accordingly only a record of the fact that he loyally and diligently carried out assigned tasks to the best of his ability.



Chief, EE/Germany

SECRET

14-00000

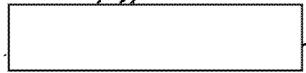
Pre 1968 Fitness Report

SECRET

2 June 1960

MEMORANDUM FOR: Chief, EE Personnel
SUBJECT : Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office wishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services jobs and duties which he carried out with enthusiasm and effort rarely seen in a person in his status. We found him as an enthusiastic-willing worker who gave selflessly of his time and showed a strong devotion to duty.
2. A copy of this commendation should be made a part of the employee's permanent 201 file.


Chief, EE Logistics

SECRET

14-00000

Pre 1960 FRQ &
Certifications for insurance
and retirement

SECRET

When Filled In

WAK 1mo

OFFICIAL USE ONLY

| QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT | | | | | |
|---|-----------------------------|-------------------------|-----------------------------|------------------------|--|
| READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS. | | | | | |
| SECTION I BIOGRAPHIC AND POSITION DATA | | | | | |
| 1. END SER NO | 2. NAME (Last First Middle) | 3. SEX | 4. DATE OF BIRTH | 5. SCHEDULE GRADE/STEP | |
| 083620 | VITALE GUY | M | 10/16/17 | GS-28-05 | |
| 6. SD | 7. POSITION/TITLE | 8. OFFICE OF ASSIGNMENT | 9. LOCATION - Country, City | | |
| | INTELLIGENCE ASST | AM | HASHM, D.G. | | |
| SECTION II AGENCY OVERSEAS SERVICE | | | | | |
| 10. AREA | TYPE TO/TO | FROM | TO | | |
| | PCS-52 TDY-10 days | 97/01/01 61/4/01 | 60/01/24 61/04/10 | | |
| <div style="border: 1px solid black; padding: 10px; text-align: center;"> OVERSEAS DATA CODED DATE: INITIALS: 10 JUL 67 GPT </div> | | | | | |
| SECTION III EDUCATION | | | | | |
| DEGREE | MAJOR FIELD | COLLEGE | YEAR | | |
| | NO COLLEGE DEGREE ON RECORD | | | | |

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

67 JUL ENDO (451)

SECRET

When Filled In

| SECTION III | | | | | | EDUCATION (Cont'd) | |
|---|----------------------------|-------------------------|----------|----------------|-----------------|--------------------|--|
| HIGH SCHOOL | | | | | | | |
| LAST HIGH SCHOOL ATTENDED | ADDRESS CITY STATE COUNTRY | | | YEARS ATTENDED | FROM | TO | GRADUATE |
| | | | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| COLLEGE OR UNIVERSITY STUDY | | | | | | | |
| NAME AND LOCATION OF COLLEGE OR UNIVERSITY | | SUBJECT | | YEARS ATTENDED | DEGREE RECEIVED | YEAR RECEIVED | NO SEM / QTR MRS (Specify) |
| | | MAJOR | MINOR | FROM TO | | | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | 10 10 10 | | | | | | |
| 4. | | | | | | | |
| 5. IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT | | | | | | | |
| TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS | | | | | | | |
| NAME AND ADDRESS OF SCHOOL | | STUDY OR SPECIALIZATION | | FROM | TO | NO OF MONTHS | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE | | | | | | | |
| NAME AND ADDRESS OF SCHOOL | | STUDY OR SPECIALIZATION | | FROM | TO | NO OF MONTHS | |
| 1. | | | Language | 57/2 | 57/4 | 3 mo. | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| AGENCY SPONSORED EDUCATION | | | | | | | |
| Specify which, if any, of the education shown in Section III was Agency sponsored | | | | | | | |
| NAME AND ADDRESS OF SCHOOL | | STUDY OR SPECIALIZATION | | FROM | TO | NO OF MONTHS | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |

SECRET

SECRET

(When Filled In)

| SECTION IX | | MARITAL STATUS | |
|--|--|--|--------------------|
| 1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) | | SPECIFY: | |
| 2. NAME OF SPOUSE (First) _____ (Last) _____ | | Male | Female |
| 3. DATE OF BIRTH | | 4. PLACE OF BIRTH (City, State, Country) | |
| 5. OCCUPATION | | 6. PRESENT EMPLOYER | |
| 7. CITIZENSHIP | | 8. FORMER CITIZENSHIP (COUNTRY (IES)) | |
| | | 9. DATE U. S. CITIZENSHIP ACQUIRED | |
| SECTION X DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE | | | |
| NAME | RELATIONSHIP | DATE AND PLACE OF BIRTH | CITIZENSHIP |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| SECTION XI PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS | | | |
| NAME AND CHAPTER | ADDRESS (Number, Street, City, State, Country) | | DATE OF MEMBERSHIP |
| | | | FROM TO |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| DATE | SIGNATURE OF EMPLOYEE | | |
| 5 June '67 | George Vitale | | |

SECRET

14-00000

Pre 1960 - PKS, CLEARANCE
request &
appl. forms

14-00000

RECORD OF
PREVIOUS GOVERNMENT
SERVICE RETURNED TO
FEDERAL RECORDS CENTER IN
ST. LOUIS, MO.

DATE May 1970